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ABSTRACT

This document is a library instruction manual for an introductory course on library research at the University of Nebraska-Lincoln. The assignments provided are intended for independent study; a syllabus is included for the 7-week course. The manual is divided into seven sections. Chapter 1 provides an overview of the library system, services, and collections; floor maps of the library are included. Chapter 2 introduces the Libraries Catalog on the Innovative Research Information System (IRIS) and describes search options. Chapter 3 focuses on finding materials in the University Libraries. Chapter 4 discusses other information systems on IRIS, including the Expanded Academic Index and the Access to the Internet and Library and Information Suggestions components. Chapter 5 reviews the Specialized Databases Network and Chapter 6 discusses printed indexes and abstracts. Chapter 7 is a tutorial for developing a search strategy. Worksheets for the five assignments are presented after the chapters they cover. (AEF)

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Library Instruction Manual & Course Materials

Library 110: Introduction to Library Research

University of Nebraska-Lincoln

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Revised Edition
1996

University of Nebraska Lincoln

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Dear Students:

Welcome to the University Libraries and to Library 110: Introduction to Library Research. This course is intended to help you acquire the skills you will need to use the collections efficiently and effectively during your academic career and beyond.

We have much to offer, depending on class assignments and your own motivation. There are over two million volumes; also, we subscribe to over 15,000 serials. Also available are government publications, maps, newspapers, the IRIS system, and the Specialized Databases Network. You are encouraged to use what the library has to offer; we exist to help you by supporting the instructional and research needs of both the students and the faculty.

The skills you learn in this independent study course will serve you well when you move to more advanced levels of study. Library use is also a life-long skill which we encourage you to develop. We are happy to serve you, and wish you well in your academic endeavors.

Sincerely,

Kent Hendrickson

Kent Hendrickson
Dean of Libraries

COURSE INFORMATION:

Introduction

Welcome to Library 110, Introduction to Library Research. The purpose of this mini-course is to teach you library use skills. As a result of taking this course, it is hoped that you will become familiar with library resources, both in print and electronic formats, and will be able to make appropriate use of those resources to find books and periodicals in the library.

Independent Study: How This Course Works

Library 110 is offered in the form of independent study. This means that, as opposed to coming to regular, weekly class meetings and listening to lectures on library use skills, you will use the materials in this package to learn those skills on your own. The key to your success in this short course is to follow the directions provided in this packets. What you need to know in order to complete the assignments is found either in the manual or the packet of assignments. Read all instructions carefully.

Materials Package:

Check your materials package to make sure you have the following:

- Course Manual
- Course Packet containing this syllabus and the 5 assignments

If you are missing any assignments or pages due to a printing error, go to the Library Instruction Office no later than Friday of the first week your section meets. After the first week, no assignment copies will be given out or replaced.

Schedule of Due Dates:

The Schedule of Due Dates is probably the most important document in this course. Assignments must be received on or before the dates they are due for your section. This allows us to grade and return them to you in a timely manner. Also on the schedule is the date your section meets to take the final examination.

You will receive the Schedule of Due Dates for your section from the instruction during your first class, which you must attend.

Attendance:

While this course is offered as independent study, there are two (2) required class meetings: the first (course orientation) and the last (final examination). Attendance is required for these 2 meetings.

During the first meetings, roll will be taken to verify your receipt of the Schedule of Due Dates and a complete set of course materials. An orientation to Library 110 as independent study will also be given.

The instructor will ask you to verify that you are in the right section of Library 110. While your section will not be meeting at a regular time each week, you need to make sure you are in the section you registered for during the first meeting because your finale grade depends on it:

> Your section number must appear on all assignments. Without it, you run the substantial risk of assignments not being graded and/or entered correctly.
>
> Your section will only be admitted to the final examination on the day and time your section would normally meet, during the last class. This will be your only opportunity to take the test. Your section number must also appear on the exam.

Assignments and Grading:

In this course, five assignments will be due, as well as a final examination. The following is the grading scheme:

Assignment 1 10 points
Assignment 2 10 points
Assignment 3 10 points
Assignment 4 10 points
Assignment 5 10 points

Final Exam 50 points

Total: 100 points

The grade for this course will be Pass/No Pass. If you pass the course, you will receive one (1) credit. In order to receive a passing grade, you must:

- earn a minimum of thirty-five (35) points on the final exam; AND
- earn a minimum of seventy-five (75) total points for the course

Please be advised that both of these requisites must be fulfilled to receive credit for the course. Also, the professor of record reserves the right to amend this scheme without notice.

Assignments:

Assignments must be received in the Library Instruction Office, Room 225C, no later than 4:00 p.m. on the day they are due for your section. All assignments will be stamped "received", and the date and time of receipt will be indicated. Late assignments will result in the loss of one (1) point per day past the original due date. No assignment(s) will be accepted after the answer key has been posted.

SYLLABUS

Library 110
Introduction to Library Research

Library Instruction Office: N201
Office Hours: 9:00 a.m. - 4:00 p.m.
Office Phone: 472-0703

TEXT FOR THE COURSE:

Library 110: Introduction to Library Research. Lincoln, NE: University Libraries, 1995.

SCHEDULE

Week 1. ***Attend Course Orientation.***

Assignment: Read chapters 1 & 2, "Introduction to the Libraries" and "IRIS: UNL Libraries Catalog."

Complete Assignment 1.

Week 2. ***Test-Out Examination.***

Assignment: Come to class when your section normally meets, with a #2 pencil and student identification, in order to be admitted to the exam. Note: This test-out is optional, take it only if you wish. Passing scores will be posted 3-5 days after the exam is taken.

Week 3. ***Introduction to Finding Materials in the University Libraries and IRIS: Expanded Academic Index, IRIS: Access to the Internet, IRIS: Library Information & Suggestions.***

Assignment: Read chapters 3 & 4, "Finding Materials in the University Libraries" and "IRIS: Expanded Academic Index, IRIS: Access to the Internet, IRIS: Library Information & Suggestions."

Complete Assignment 2.

Week 4. ***Introduction to Specialized Databases Network: An Overview.***

Assignment: Read chapter 5, "Specialized Databases Network: An Overview."

Complete Assignment 3.

Week 5. ***Introduction to Printed Indexes and Abstracts.***

Assignment: Read chapter 6, "Printed Indexes and Abstracts."

Complete Assignment 4.

Week 6. ***Putting it All Together.***

Complete Assignment 5.

Week 7. ***Final Examination.***

Chapter One

Introduction to the Libraries

Chapter One - Introduction to the Libraries

WELCOME TO THE UNIVERSITY LIBRARIES

The University Library system is the main repository of scholarly information at the University of Nebraska-Lincoln. With book collections numbering over 2,000,000 volumes; periodical subscriptions over 15,000; 140,000 maps; 3,000,000 microform units; 20,000 sound recordings; and a vast array of electronic information resources, the library system may at first seem overwhelming.

The purpose of this manual is to provide you with the skills you will need to make effective and efficient use of the University Libraries. The electronic age has made information more readily available, but it has not, on the whole, made that information simpler to obtain. Information sources are proliferating at an amazing rate and the number of avenues to those sources is increasing as well. Through the use of this manual, you will acquire the skills to make your experience of the University Libraries both enjoyable and rewarding.

UNIVERSITY LIBRARIES: A BRIEF HISTORY

When the University of Nebraska was established in 1869, the Charter included a provision for "an annual appropriation for books for a general library (for which, until a suitable building is provided, a room shall be set apart in the state house)." The University officially opened in 1871 with a library of 1,200 volumes. However, it was not until 1892 that the collection was classified and a card catalog instituted.

During the early 1900's the library collection grew in size and diversity. In 1907 a U.S. documents depository collection was initiated, and by 1913 the number of volumes had exceeded 100,000.

In 1941 construction began on a new library building made possible by a gift from Don L. Love, former Lincoln mayor and businessman. Before it became a library however, the building was appropriated for use as an army barracks during the later war years. Love Library was finally dedicated in October, 1947. The library collections had grown to more than 400,000 volumes.

Throughout the 1950's and 1960's the library collections continued to grow rapidly and a shifting of materials to remote storage areas became expedient until, in 1975, the Love North structure was completed. A second floor Link was built between the two buildings, and the main library collections were again united. The total now numbered 1,725,000 volumes. The 2,000,000th volume, a Shakespeare first folio, was added in 1991.

Today the University Libraries is made up of Love Library and nine branch libraries. Together with the College of Law Library, the University Libraries offer both in-house and remote access to an ever developing information resources in print and electronic formats.

THE LIBRARY SYSTEM

Love Library is the main library of the University of Nebraska-Lincoln. Here are located the primary research collections for the social sciences and the humanities as well as general collections for all disciplines. Here the University Archives are housed, and the University's special and rare book collections. Here too are the general microform collections, where hundreds of thousands of texts no longer available in paper are preserved and made easily accessible.

While this manual is designed to highlight the services offered at Love Library, most of the activities described herein can be performed just as easily at the branch libraries; in fact, many of them can be performed from any terminal on campus (or off) that offers access to the IRIS system. There are nine branch libraries in the library system:

Architecture Library (ARCH)
308 Architecture Hall
472-1208

Biological Sciences Library (BIOL)
401 Manter Hall
472-2756

Chemistry Library (CHEM)
427 Hamilton Hall
472-2739

C.Y. Thompson Library (CYT)
East Campus
472-2802

Geology Library (GEOL)
10 Bessey Hall
472-2653

Mathematics Library (MATH)
907 Oldfather Hall
472-6900

Music Library (MUSIC)
30 Westbrook Music hall
472-6300

Physics Library (PHYS)
104 Brace Lab
472-1209

Engineering Library
Nebraska Hall, 2nd floor west
472-3411

In addition, the **Schmid Law Library** (LAW) on the East Campus, while not part of the University Libraries, permits access to its resources for in-house use.

LOVE LIBRARY: COLLECTIONS AND SERVICES

As the services and collections are described in this section, you may wish to locate each area described on the maps provided at the end of this chapter. If you look at the building cross section, you will see that the southern most portion of each of the floors in LOVE SOUTH is divided into two levels. It is very important to keep this fact in mind when orienting yourself in the building. As you can see, LOVE SOUTH, 3rd Floor, and LOVE SOUTH, Level 3, are two entirely different localities.

CIRCULATION/RESERVE DESK LOCATION: LOVE SOUTH, Entry

When you enter through the double doors at Love Library, the first service point you encounter is a large semi-circular desk call the Circulation Desk. This is the busiest point in the library, and you are likely to find three or four people on duty to provide assistance. Here is where you come to

- have your ID card validated for library use
- check out books and other materials
- return books and other materials
- renew books and other materials
- recall books charged out to other borrowers
- purchase photocopy cards
- get change

It is at this desk as well that you can check out materials that have been placed on reserve by your instructors. Reserve materials are given a restricted status so that all members of a particular course will have an opportunity to study them at one time or another.

REFERENCE/INFORMATION DESK LOCATION: LINK

The Reference/Information service is located in the second floor LINK between the Love South and Love North buildings. To get to the LINK, just proceed up the stairs to the right or left of the Circulation Desk (both stairways lead to the upper lobby) and then follow the signs to the Information Desk.

If the Circulation Desk symbolizes the pulsating heart of the library, then the Reference Area is the brain. Here is where most research begins. Here you can gather basic information; receive research advice; get help using the electronic catalog; learn how to access the Internet, or any of the various research tools currently available. The librarians who service this area are on duty for the sole purpose of helping you learn to use the library effectively. Don't hesitate to ask for assistance.

Within the Reference Area are some 20,000 volumes called the **Reference Collection**. These books have been brought together and made non-circulating in order to assure immediate access to the information they contain. Reference sources include such items as encyclopedias, directories, almanacs, atlases, statistical abstracts, language dictionaries, biographical dictionaries, newspaper and periodical indexes, and state and federal statutes.

Also within the LINK is a cluster of computer terminals and workstations called the **Electronic Reference Area**. The Electronic Reference Area provides access to a number of the information sources you will be using during the course of this manual, including the Libraries' electronic catalog, electronic periodical indexes, distant library catalogs, and data files housed at remote locations around the world.

Across from the Electronic Reference Area, in the southwest corner of the LINK, is the old card catalog, which you may need to consult when searching for items published before 1965.

Note that next to the main Reference/Information Desk there is a rack containing **Information Guides** on all aspects of the library and its services. Note also that by every computer terminal or workstation are binders containing instructions for utilizing the various programs available at that particular workstation. And remember, if you do not find what you are seeking or do not understand any of the systems in the area, there are Reference Librarians on duty at the Reference/Information Desk almost every hour the library is open to instruct you and to offer advice. Use them!

THE GENERAL COLLECTION LOCATION: LOVE SOUTH, Basement Level - 1A and LOVE NORTH

The Library's general collection is found on Basement Level - 1A of Love South as well as on all three floors of Love North. While some older materials in the general collection are still classified in the numerical Dewey Decimal system, the majority of the library's books are arranged according to the Library of Congress Classification system. Once you learn the basics of these classification schemes, it will be easy for you to orient yourself in the stack areas. One important thing to note about the general collections in Love Library is that the books and the bound periodicals are shelved together.

CURRENT PERIODICALS ROOM LOCATION: LOVE SOUTH, 1st Floor

The Current Periodicals Room is located in a large room on the ground floor of Love South, at the end of the hall to the left of the Circulation Desk. This Room contains the latest issues of the periodicals currently being received at Love Library, arranged by their call numbers. The most recent issues of each periodical are kept in this room until enough have been received to warrant sending them out to the bindery. When these issues return from the bindery, a few weeks later, they return as a freshly bound volume, which then becomes part of the Library's general collection (see above). At the far end of the Current Periodicals Room you will find a long range of shelves for newspapers, including the *New York Times* and *Omaha World Herald* as well as a number of foreign language newspapers from around the world. Note that the newspapers, unlike the other periodicals, are arranged in alphabetical order by their titles. Note also that the current issues of some newspapers (such as the *Lincoln Journal-Star* and the *Wall Street Journal*) are in such demand that they are kept in the reserve area for check out at the Circulation Desk.

GOVERNMENT DOCUMENTS LOCATION: LOVE SOUTH, Levels 2 - 3A

Government documents are housed on levels 2, 2A, 3, and 3A of the Love South building. The UNL Libraries serve as a full depository for United States federal government documents. The documents are received from the U.S. Government Printing Office--the world's largest publisher--as part of a program created by Congress to keep the American people informed about the workings of their government. These government publications include such items as the U.S. Federal Budget, Presidential Proclamations, census data, House and Senate committee reports, federal regulations, and the *Congressional Record*. The UNL Libraries also collect Nebraska state documents and United Nations documents. Note that some documents are housed at certain branch libraries, if their content pertains to the specialties of those branch libraries. Note also that most documents circulate and may be checked out at the Circulation Desk.

MICROFORM SERVICES LOCATION: LOVE SOUTH, 2nd Floor

Microform Services is located on the second floor of the Love South Building. By photographing and reducing printed text onto micro media--such as microfilm, microfiche, and microcard--hundreds of volumes of text can be stored in an area the size of a shoebox. And, through the use of microform technology, the library is able to make available thousands of texts that are no longer available in paper. This has also proved to be an excellent means for storing and preserving the older issues of newspapers, whose paper copy begins to disintegrate after

only a few weeks. Other kinds of information made available in micro format include government documents, heavily used magazines, and the ERIC collection of educational resource materials. Most microforms can be copied onto paper, and copy machines are available in the Microforms Room for that purpose.

ARCHIVES/SPECIAL COLLECTIONS LOCATION: LOVE SOUTH, 3rd Floor

The Archives/Special Collections department is located on the third floor of the Love South building. The University Archives collection contains the official records of the University of Nebraska-Lincoln having enduring value, especially those which support the memory of UNL. Materials include photographs, professional papers, correspondence, biographical materials, yearbooks, scrapbooks, memorabilia, as well as the minutes of the Board of Regents meetings.

The Libraries' Special Collections include the manuscripts and papers of noted Nebraskan authors, such as Mari Sandoz; rare books, such as a Shakespeare first folio; and the gift collections of notable scholars. Special Collections materials have unique value and therefore their use is restricted to the Special Collections Reading Room. Photocopying of these materials may be restricted.

MAP COLLECTION LOCATION: LINK

The Map Collection at Love Library is located in the northwest corner of the Link and includes some 40,000 detailed sheet maps covering nearly every corner of the world. Note that these maps are not listed in the Libraries catalog but have their own finding guide on the table across from map case #1.

The Love Library map collection contains those maps which present detailed geographical and socio-political features. Topographical maps from the U.S. and most other countries in the world are kept at the Geology Library in Bessey Hall.

INTERLIBRARY LOAN OFFICE LOCATION: LOVE SOUTH, 2nd Floor

The Interlibrary Loan Office is located on the second floor of the Love South Building. The best way to describe this service is to say that if we don't have it, we'll try to get it for you. No library, no matter how large, can afford to acquire everything that is published, so libraries share resources with one another. The Interlibrary Loan Office will locate and borrow needed materials from other libraries around the country and (if necessary) the world, so that you can have access to them. The ILL office will also arrange to have photocopies of articles we do not own made for you, but there is sometimes a cost attached to this service. For a full description of these services stop by the ILL office or ask for the Interlibrary Loan handout at the Reference/Information Desk.

OTHER POINTS OF INTEREST

Reshelving Areas: Books which are neither charged out nor at their designated location in the stacks are likely to be on their way back to their designated shelf location after having just been returned to the Circulation Desk or left by a user on a table or at a copy machine. There are four main reshelving areas in Love Library. One is in the room behind the Circulation Desk; one on the First Floor of Love North; and one, for Government Documents, on Level 2 of Love South. These reshelving/sorting areas are marked on the maps at the end of this chapter. There is a fourth reshelving area in the Basement of Love North between the N and P ranges.

Study Space: Study space is available throughout Love Library, the quieter areas being those on the perimeter of each floor or stacks level, away from the primary traffic flow and service points. Two group study rooms are available after 5:00 pm on weekdays and all day on weekends. If you have need of group study space, inquire at the Circulation Desk.

Photocopying: Photocopy machines are available in the lobbies of most every floor of Love South and Love North. Copies cost five cents per exposure. Most copiers take coins and provide change; however, for convenience, you may wish to purchase a reusable copicard either from the Circulation Desk or from the vending machine to the right of the Circulation Desk. Note that microfilm copies are fifteen cents per exposure.

Exit Control: The Exit Control Unit is located directly across from the Circulation Desk. This exit control unit will lock and an alarm will sound if anyone attempts to leave the building with library materials that have not been checked out at the Circulation Desk. Before you leave the building, remember to charge out your materials at the Circulation Desk.

Library Hours: Library hours vary according to the school calendar, but during full sessions, Love Library is open

Monday - Thursday	8:00 am - 12:00 Midnight
Friday	8:00 am - 8:00 pm
Saturday	9:00 am - 5:00 pm
Sunday	12:00 Noon - 12:00 Midnight

Note that not all library services are available all the hours the library building is open. Note also that each of the branch libraries has its own separate schedule of hours.

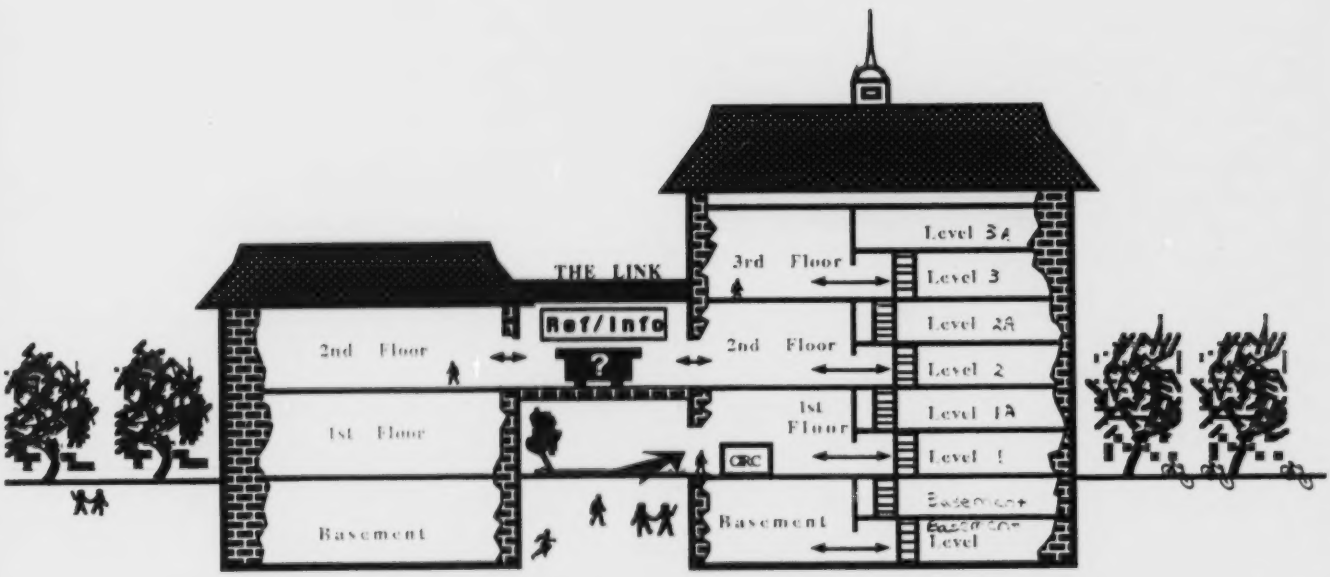
SUMMARY

The University Libraries is a system made up of Love Library and nine branch libraries. While this chapter focuses specifically on the collections and services at Love Library, most of the learning activities described in subsequent chapters can be performed at branch libraries as well.

There are several service points at Love Library. These include, Circulation/Reserve, where you can charge out library materials; Reference/Information, where you can get assistance doing library research; and Interlibrary Loan, where you can request materials that the UNL Libraries cannot supply.

There are several distinct collections at Love Library. These include, the general collection, made up circulating books and bound journals; the reference collection, a subset of books on all topics, which have been gathered together and made non-circulating for their immediate reference value; the current periodicals collection, which encompasses the recent (unbound) issues of magazines, journals, and newspapers; the government documents collections, which consist of U.S. federal and Nebraska state documents as well as selected documents issued by the United Nations and other international organizations; the microforms collection, which includes a vast array of valuable research materials that have been preserved and made accessible via microform technology.

Once you have familiarized yourself with the collections and services at Love Library, you are ready to begin learning how to make use of them. By the time you complete this manual, you will be able to conduct research at the University Libraries effectively and efficiently.



LOVE NORTH **LOVE SOUTH**

LOVE LIBRARY

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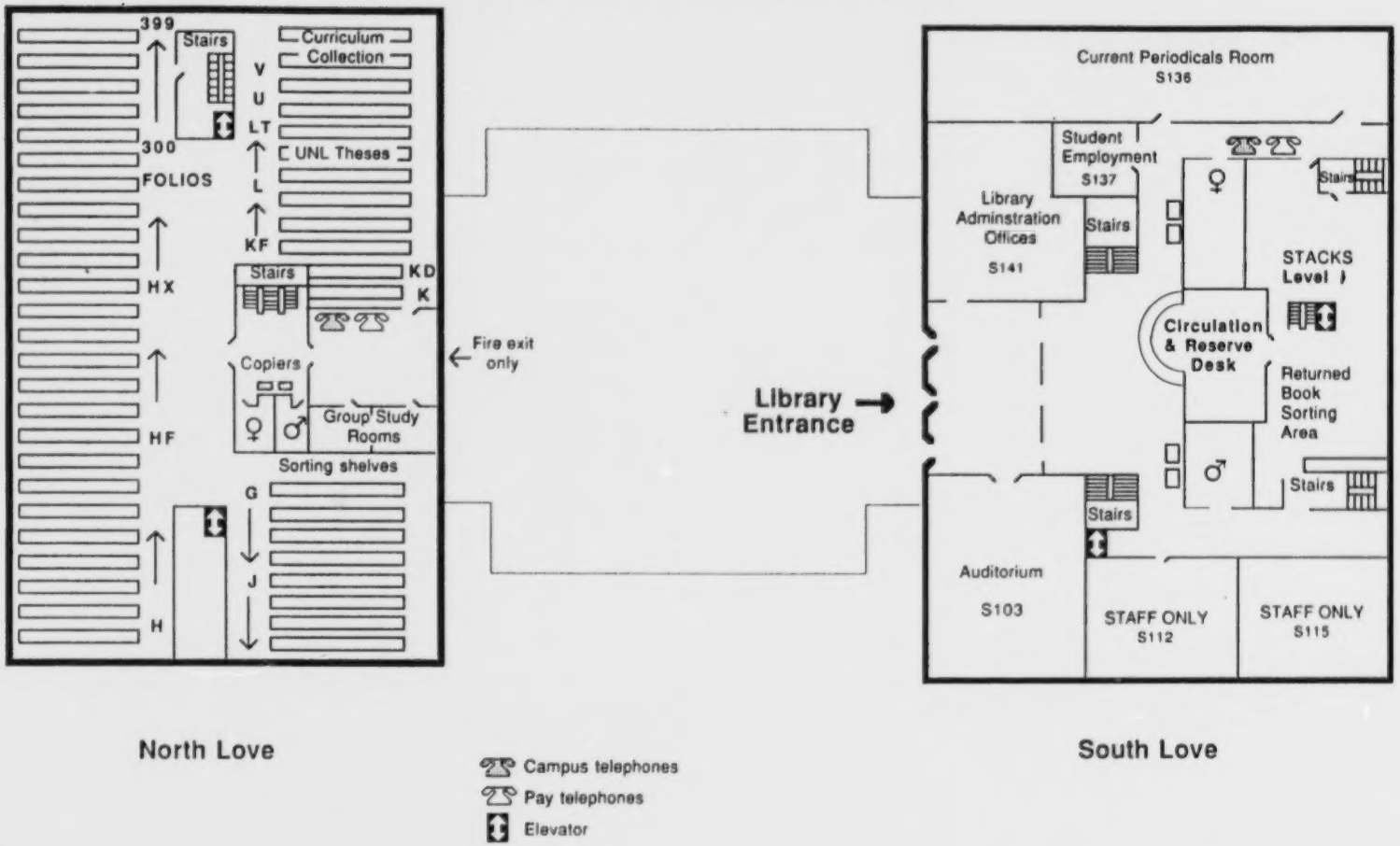
Finding Your Way Around on the 1st Floor



North Love

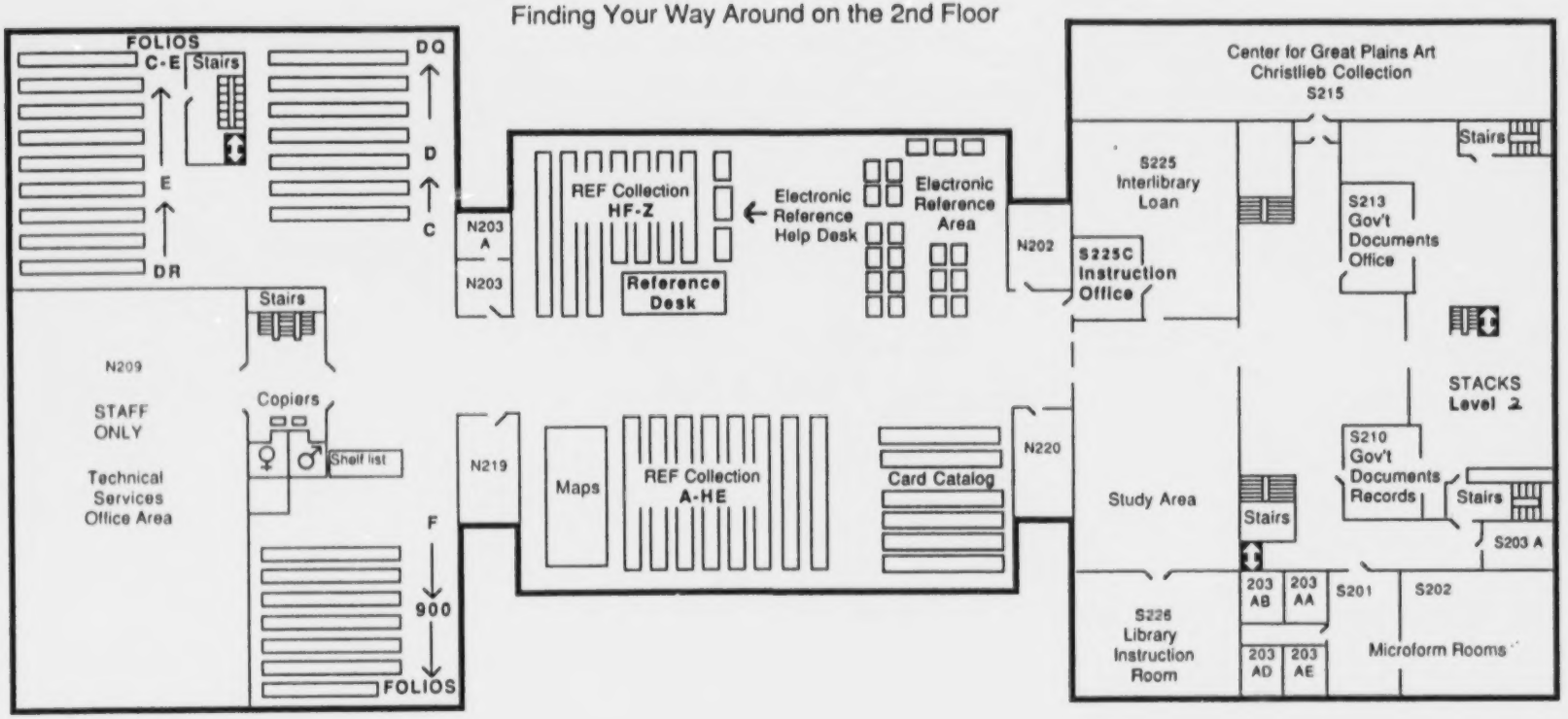
South Love

Campus telephones

Pay telephones

Elevator

Finding Your Way Around on the 2nd Floor



North Love

South Love

Campus telephone

Pay telephone

Elevator

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Chapter Two

IRIS: UNL Libraries Catalog

Chapter Two - IRIS: UNL Libraries Catalog

INTRODUCTION TO IRIS

IRIS is an acronym for *Innovative Research Information System*. IRIS provides access to the electronic version of the UNL Libraries Catalog as well as a vast array of additional information resources and databases. In this chapter, you are introduced to the UNL Libraries Catalog on IRIS. In later chapters, the journal article indexes and the variety of Internet resources that are available through IRIS will be covered.

IRIS is a dynamic system, which means that it is constantly changing to accommodate new resources and provide access to an increasing range of electronic sources. Because new resources are being added to IRIS on an ongoing basis, the menu choices available to the user will change occasionally to accommodate these additions.

In working through the activities in this chapter, and in the accompanying Exercise Packet, you will likely notice some differences between the figures on these pages and the actual screens. Do not let this disturb you. Instead, you may want to take note of these differences and ask someone at the Reference/Information Desk to explain the new features of the system.

INTRODUCTION TO THE UNL LIBRARIES CATALOG

Before 1990, when IRIS was introduced to the UNL Libraries, the card catalog was the primary tool for finding books and other printed materials. Now, the Libraries Catalog on IRIS is used almost exclusively. The online catalog continues to grow as records for new and old materials are added to it. Note that when searching for items published before 1965, it may be a good idea to search the card catalog if you can't find what you're looking for in IRIS.

The UNL Libraries Catalog in IRIS represents a significant improvement over the card catalog: it offers more search options than the card catalog which only allowed for searching by author, title, and subject; and it can be accessed from your home or office if you have a personal computer, modem, and telecommunications software. Information about how to dial in to IRIS is available at the Reference/Information Desk located in the Link on the second floor of Love Library and in some branches.

UNL LIBRARIES CATALOG: SEARCH OPTIONS OVERVIEW

To use the online catalog, and all of the other resources on IRIS, you use search options or menu choices. Search options on IRIS are listed in menus which are present on most screens. You use the search options to search for an item in the Libraries Catalog, access a particular database, and many other things. The activities in this chapter show you how to use several of the search options in the Libraries Catalog. The options presented are just a few of the many that are available. Go ahead and experiment on your own to learn more about the database and ask at the Reference/Information Desk if you prefer to have something explained to you.

Activity 1: Getting into the UNL Libraries Catalog on IRIS

Step 1 - Go to an IRIS terminal. There are IRIS terminals in the Link on the second floor of Love Library, in other locations throughout Love Library, at each branch library, and at the Schmid Law Library.

The **Main Menu** for IRIS (also called the welcome screen) looks similar to this:

IRIS Main Menu

IRIS MAIN MENU
Welcome to the University of Nebraska-Lincoln Libraries

U > UNL Libraries Catalog
A > Article Indexes & Specialized Databases
E > E-Journals & Full Text Materials
L > Libraries Information & Suggestion Box

I > Internet Resources (Selected)
N > Nebraska Library Catalogs (Selected)
0 > Other Library Catalogs (Selected)

Choose one (U, A, E, L, N, O)

If you do not see the IRIS Main Menu, try the following:

- If the screen that you see is blank, press the **space bar**.
- If there is something on the screen that differs significantly from the screen that appears above and isn't a menu, press **F11** or the escape (**ESC**) key until you see the IRIS Main Menu.
- Doing the above will not always get you to the IRIS Main Menu, so you can try following the directions on the screen to get you back or you can ask at the Reference/Information Desk for assistance.

Step 2 - Press **U** to access the **UNL Libraries Catalog**.

The menu for the UNL Libraries Catalog looks similar to this:

```
                                        UNL Libraries & Schmid Library
        University of Nebraska-Lincoln Catalog of Libraries Holdings

        You may search for library materials by any of the following:
              T     >     TITLE
              A     >     AUTHOR
              B     >     AUTHOR/TITLE
              K     >     KEYWORDS IN TITLE AND CONTENTS NOTE
              S     >     SUBJECT
              L     >     LC CALL NUMBER
              O     >     OTHER CALL NUMBER
              N     >     NUMBER
              R     >     RESERVE Lists
              V     >     VIEW your circulation record
              H     >     HISTORY of searches done
              C     >     RETURN to the main menu

                    Choose one: (T,A,B,K,S,L,O,N,R,V,H,C)
```

Notice that there are several options for searching the UNL Libraries Catalog as well as **M** for **Return to MAIN Menu**. Primarily, you will use the TITLE, AUTHOR, KEYWORD, and SUBJECT search options from this screen. The remaining activities in this chapter cover these options. Other options include three types of number searching, viewing reserve lists, and viewing your circulation record.

SEARCHING BY TITLE

TITLE refers to the title of a book, journal, magazine, newspaper, microform, government document, etc. In the Libraries Catalog, TITLE does **not** refer to the titles of articles in journals, magazines, or newspapers nor the titles of chapters in books. Activity 2 acquaints you with book and journal title searching in the online catalog.

Activity 2: Searching for a book title

You might need to write book reports for English class and your professor may give you a list of titles that you can choose from. To look for those books, you can use the title search feature in the online catalog.

Step 1 - At the UNL Libraries Catalog menu, press **T** to select TITLE searching.

Step 2 - Key in the words ***old man and the sea*** and press **enter** or **return**.

Look at the screen that displays. What you see on the screen is called a "record." In this example, you see the record for *The old man and the sea* by Ernest Hemingway.

```
You searched for the TITLE: old man and the sea        UNL Libraries & Schmid Library

TITLE       The old man and the sea.
AUTHOR      Hemingway, Ernest, 1899-1961.
PUBLISHER   New York, Scribner, 1952.
DESCRIPT.   140 p. 22 cm.

                LOCATION        CALL NO.                STATUS
1       >       LOVE            PS 3515 E37-4 1952 x    AVAILABLE


Key NUMBER to see more information, OR
R >  Browse Nearby Entries              Z >  Show Items Nearby on Shelf
N >  NEW Search                         S >  SHOW SIMILAR items
A >  ANOTHER Search by TITLE            + >  ADDITIONAL options
Choose one ( 1-1, R, N, A, Z, S, P, T, +)
```

- Notice the words in capital letters in the upper left of the screen above the box. These are labels which describe the information following them. DESCRIPT. tells you how many pages are in the book (140 p.), its size (22cm), and whether there are illustrations (in this case, there are none).

- Look at the middle part of the screen. In the box on the screen, you find in which of the UNL Libraries the item may be found, the **call number** of the item (call numbers are discussed in the next chapter), and whether the item is checked out of the library by another patron.

- Look under **STATUS** in the box. You may see one of the following:

  - AVAILABLE - means that the item is not checked out by a patron
  - DATE DUE (date) - means that the item is currently checked out
  - LIB USE ONLY - means that the item may be used only in the Library
  - MISSING - means that the item is not available

- Look at the menu of search options under the box. This is one of many menus that you will encounter in the Libraries Catalog.

  - R > BROWSE Nearby Entries - to go to an alphabetical list of titles or short entries
  - N > NEW search - to search by something other than title
  - A > ANOTHER search by TITLE
  - Z > Show Items Nearby on Shelf - to look at records of items that have the same call number
  - P > PRINT - works only if there is a printer attached to the terminal or if the workstation supports downloading; there no off-site printing or downloading
  - T > Display MARC Record - which provides more technical information about the record

More information is given about some of these features in the following Activities in this chapter. For further information, ask at the Reference/Information Desk.

Activity 3: Searching a journal title

Your chemistry professor may ask you to browse issues of a journal. If he gives you the title of the journal, you can check to see whether there is a copy of the journal in the UNL Libraries and, if there is a copy, in which library or branch you will find it, its call number and whether it is currently available. Let's say that you are asked to look for the *Journal of chemical research*.

Step 1 - Press **A** to do another search by title.

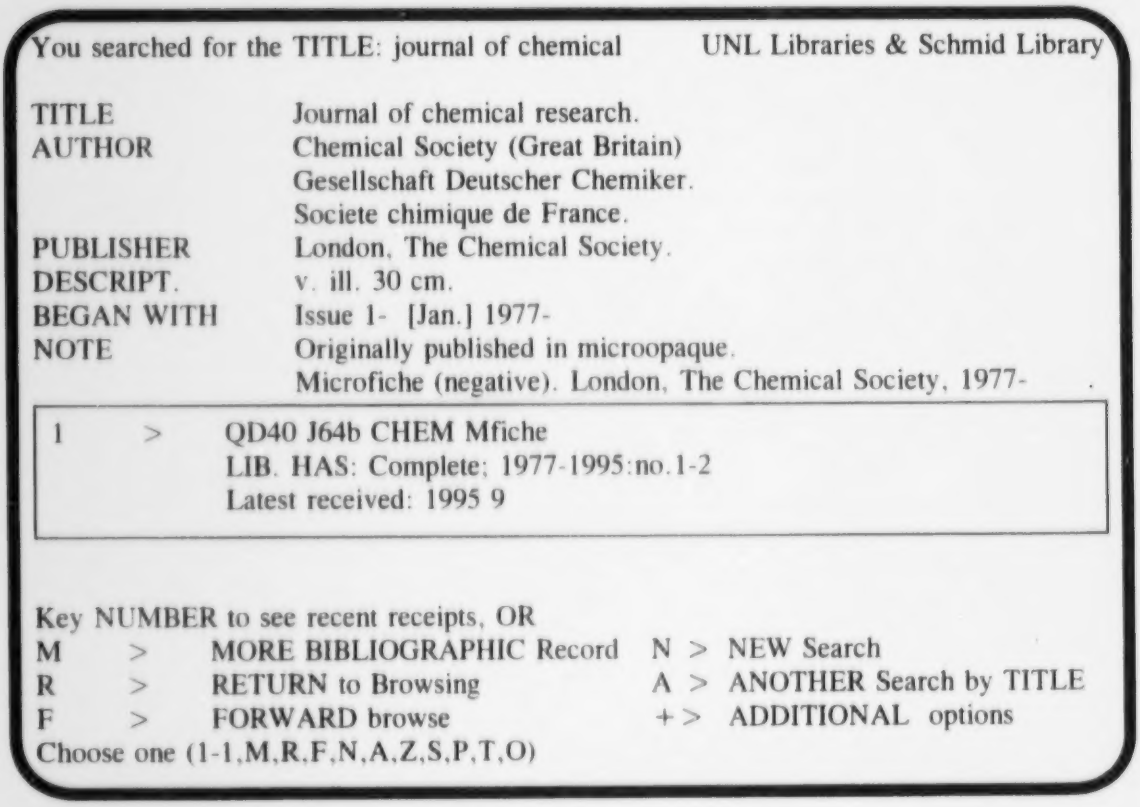
Step 2 - Key in the title: ***journal of chemical research***; press **enter** or **return**.

Look at the screen that displays. Notice how this screen differs from the one that you saw in Activity 2. Two titles are shown. These are brief entries for the items which match your search.

```
You searched for the TITLE: journal of chemical          UNL Libraries & Schmid Library
2 TITLES found, with 3 entries; TITLES 1-2 are:

     1    Journal of Chemical Research . . . . . 1 entry
     2    Journal of Chemical Research Synopses . . . . . 2 entries
```

Step 3 - Press **1**, which is the number to the left of the title that you searched for. The record for this journal displays the following:



- Notice the box on the screen just above the menu options. There you see the call number (**QD40 J64b**), in which of the UNL Libraries it is located (**CHEM**), which volumes and issues the Library has (**1977 - 1995: no. 1-2**), and the latest issue that the Library has received (**1995 4 = April 1995**).
- Look at the menu at the bottom of the screen. Note that you have several options listed. Some that you may find useful include:

  - F > FORWARD Browse - to look at the next record
  - B > BACKWARD Browse - to look at the previous record
  - O > OTHER options
  - S > Show Items with the Same Subject

➽ When you saw the record for *The old man and the sea*, the whole record appeared on the screen. In this case, the whole record does not fit on the screen. To see more of the record, press **M** for MORE BIBLIOGRAPHIC record.

Step 4 - To see the status of each of the volumes and issues of the journal, press **V**.

Step 5 - Press **A** if you want to do another search by title. Press **N** if you want to begin a new (that is, non-title) search. Press **N** if you would like to go on to the next Activity.

Title Searching Tips

Note: many of these tips apply to the other types of searching, as well. As you get to know the Libraries Catalog and other parts of IRIS, you will see how the tips in each of the sections may be applied in a variety of ways.

- You may use upper or lower case letters however you like. The computer does not distinguish between them.

- Punctuation may be entered in most cases. If you don't find what you are looking for, though, try your search without punctuation, either replacing the punctuation with spaces or closing the gap. Try the search a variety of ways before you give up. For instance, the term U.S. should be entered just like that: U.S. Occasionally, you will find it listed as U. S. (i.e. with a space), United States, U S, or US.

- Type in as much of the title that you want, but always type it in order and don't skip over any words except the first "a", "an", or "the." For the book *The old man and the sea*, you could enter **old man and the s** but should not enter it any of these ways: ~~old man and sea~~, ~~old and sea~~, ~~man and the sea~~, and so on (the bolded parts in the lined-through examples show where pieces of the title are incorrectly added or omitted).

- Though you may not search for the titles of papers or articles in journals and other periodicals in the online Libraries Catalog, you may search for the titles of the journals or periodicals themselves. Periodicals include magazines, newspapers, and journals; there will be more on these later.

- Numbers may be entered as numbers or spelled out. If one way doesn't work, try the other way. For example, to search for a record for Orwell's *1984* you can enter **1984** or **nineteen eighty-four**.

- When you get to a record for an item that you want, look for the call number in the box toward the bottom of the screen. You need to know the call number to locate the item in the Libraries. Call numbers and locations are explained in the next chapter.

SEARCHING BY AUTHOR

AUTHOR refers to the author or editor of a book or government document, newspaper, journal, or magazine. It may also refer to an organization that is responsible for the creation of a work. Authors include writers, artists, composers, government agencies, societies, companies, organizations, etc. In the online Libraries Catalog, "author" does NOT refer to the author of individual articles or chapters. Activity 4 acquaints you with author searching.

Activity 4: Searching for books by author

Your psychology professor may assign a textbook written by Howard Gardner. If you want to get more in-depth information about a topic that Gardner covers in the textbook, you can look for other titles that he's written by using the author searching feature.

Step 1 - At the Catalog Menu, press **A** to select AUTHOR searching.

Step 2 - Type in the last name of the author followed by a comma then the author's first name or initial: **gardner, howard**, and press **enter** or **return**.

A list of titles by Howard Gardner displays:

```
You searched for the AUTHOR: gardner howard        UNL Libraries & Schmid Library
19 entries found, entries 1-8 are:                          LOCATIONS
Gardner Howard
      1    Art, mind, and brain : a cognitive approach to cr      LOVE
      2    Artful scribbles                                       LOVE
      3    The arts and human development; a psychological s      CYT, LOVE
      4    Changing the world : a framework for the study of      LOVE
      5    Creating minds : an anatomy of creativity seen th      LOVE
      6    Developmental psychology : an introduction             CYT
      7    Early symbolization                                    LOVE
      8    Fact, fiction, and fantasy in childhood                LOVE

Please type the NUMER of the item you want to see, OR
F    >    Go FORWARD                  P    >    PRINT
N    >    NEW Search                  L    >    LIMIT this Search
A    >    ANOTHER Search by AUTHOR    J    >    JUMP
Choose one (1-8,F,N,A,P,L,J)
```

Step 3 - Notice that "19 entries found, entries 1-8 are:" appears above the list of the brief entries. Press **F**, for go forward, to browse the next eight brief entries. Press **F** again and you see the final three brief entries plus the five preceding ones. Press **B** to go backward through the list so that you see *Creating minds : an anatomy of creativity ... .*

Step 4 - You may select any of these titles by pressing the number to the left of the title. Choose the number to the left of *Creating minds ... .* The record for this title looks similar to other records that you have looked at so far. The following record displays:

You searched for the AUTHOR: gardner howard UNL Libraries & Schmid Library

TITLE	Creating minds : an anatomy of creativity seen through the lives of Freud, Einstein, Picasso, Stravinsky, Eliot, Graham, and Gandhi / Howard Gardner.
AUTHOR	Gardner, Howard.
PUBLISHER	New York : BasicBooks, c1993.
DESCRIPT.	xvi, 464 p. : ill. ; 25 cm.
NOTE	Includes bibliographical references and index.
SUBJECT	Creative ability --Case studies.
	Gifted persons --Biography.

		LOCATION	CALL NO.	STATUS
1	>	LOVE	BF408 .G33 1993	AVAILABLE

R	>	RETURN to Browsing	A	>	ANOTHER Search by AUTHOR
F	>	FORWARD browse	Z	>	Show Items Nearby on Shelf
B	>	BACKWARD browse	S	>	SHOW items with the same SUBJECT
N	>	NEW Search	O	>	OTHER options

Choose one (R,F,B,N,A,Z,S,P,T,O)

Step 5 - You may go back to the list of brief entries by pressing R for return to browsing but, if you know that you would like to see the next record, press **F** to jump to the next full record directly or **B** to see the previous full record.

Step 6 - Press **A** to do another search by author. Press **N** to begin a new (that is, non-author) search. Press **N** to go on.

Author Searching Tips

- Enter the last name of the author first then a comma and space followed by the author's first name or first initial.
- Remember that organizations can be listed as authors. Enter the name of an organization in the order that you would say it, so don't put the last part first like you do when searching a person's name. For example, when searching for materials written BY the World Bank, enter **world bank** NOT ~~**bank, world**~~.
- When a message displays on the screen telling you that you should use another name, follow the directions on the screen or ask someone at the Reference/Information Desk to help you.

SEARCHING BY KEYWORD

You search using keywords when you don't have a particular title or author at hand, but you have a topic in mind. Keyword searching is one of the options that the online catalog affords that the card catalog does not.

KEYWORD searching in the UNL Libraries Catalog searches words that appear in the title of book, journal, magazine, microform, government document, etc. and the words in the contents note of the item's record in the Catalog. The contents note is the part of the record labeled CONTENTS. Not all records have a contents note. Activity 5 shows you how to search by keyword.

Activity 5: Searching for materials using keyword

Step 1 - At the Catalog Menu, press **K** to select KEYWORD searching.

Step 2 - If you want to look for items pertaining to football in Nebraska, type in *nebraska football* and press **return** or **enter**. You should not enter the words "and" or "or." You should see something like the following:

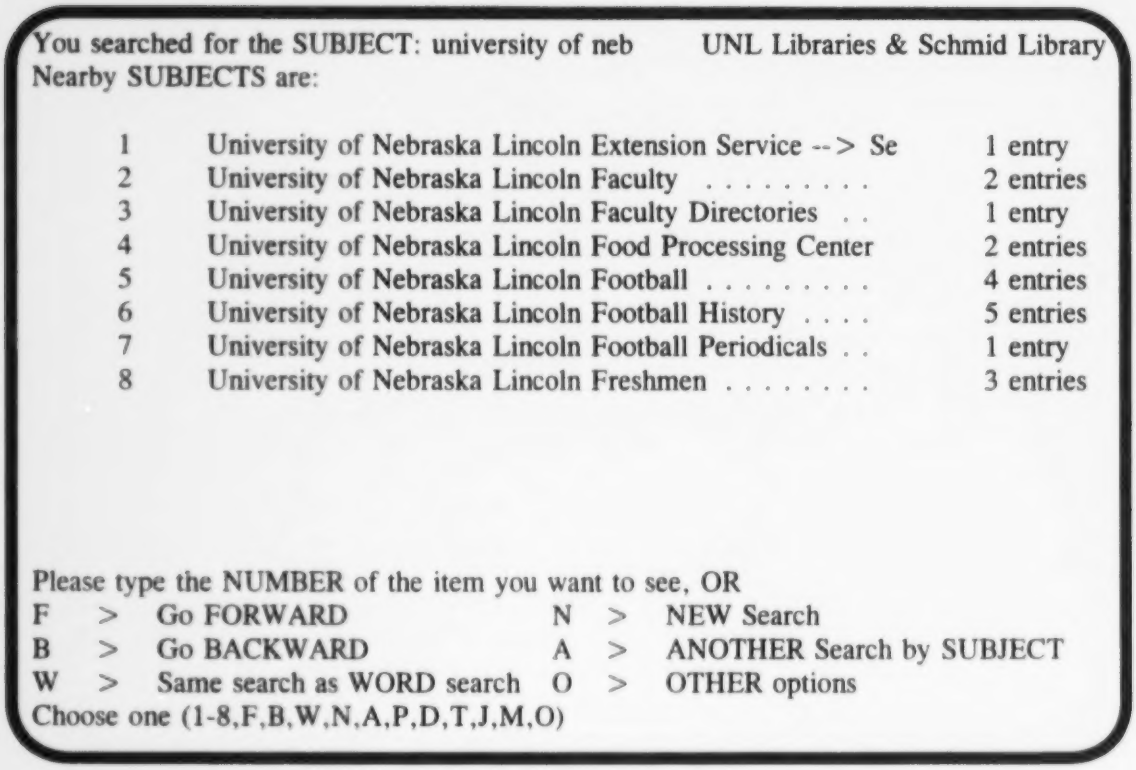
You searched for the WORD: nebraska football		UNL Libraries & Schmid Library
7 entries found, entries 1-7 are:		LOCATIONS
1	Big Red confidential : inside Nebraska football	LOVE, SPEC
2	The Cornhuskers : Nebraska football	LOVE
3	The effects of the first two weeks of football pr	LOVE, SPEC
4	Fifty years of football : a condensed history of	SPEC
5	Go Big Red! : the story of a Nebraska football pl	LOVE
6	Nebraska football : the coaches, the players, the	LOVE, SPEC
7	Penalties in collegiate football : a study in the	LOVE, SPEC

Step 3 - Several records are listed. Press the number to the left of *The Cornhuskers: Nebraska football*. This book may not be exactly what you are looking for, so you may want to search for records of other items with the same subject matter. You may do this by choosing **+**, to select ADDITIONAL OPTIONS , and then selecting S to SHOW items with the same SUBJECT. Press **S**. You see something like this:

Related items may be found under SUBJECT

2 > University of Nebraska Lincoln Football.
3 > Football History

Step 4 - You should see something like the above. Press **2** to see items relating to University of Nebraska Lincoln football. A screen similar to the following displays:


You searched for the SUBJECT: university of neb UNL Libraries & Schmid Library
Nearby SUBJECTS are:
1 University of Nebraska Lincoln Extension Service --> Se 1 entry
2 University of Nebraska Lincoln Faculty . . . . . 2 entries
3 University of Nebraska Lincoln Faculty Directories . . 1 entry
4 University of Nebraska Lincoln Food Processing Center 2 entries
5 University of Nebraska Lincoln Football . . . . . 4 entries
6 University of Nebraska Lincoln Football History . . . . 5 entries
7 University of Nebraska Lincoln Football Periodicals . . 1 entry
8 University of Nebraska Lincoln Freshmen . . . . . 3 entries
Please type the NUMBER of the item you want to see, OR
F > Go FORWARD N > NEW Search
B > Go BACKWARD A > ANOTHER Search by SUBJECT
W > Same search as WORD search O > OTHER options
Choose one (1-8,F,B,W,N,A,P,D,T,J,M,O)

Step 5 - Press the number to the left of the line that reads:

University of Nebraska Lincoln Football ..... 4 entries

From the screen that displays, you can browse the list of titles and can look at the full records for any of those titles, again, by pressing the number to the left of the title.

Step 6 - Press **R** to RETURN to the brief entry screen if you would like to go back and look at the records of other titles.

Step 7 - Press **A** to do another search by keyword. Press **N** to begin a new (that is, non-keyword) search. Press **N** if you want to go on to the next Activity.

Keyword Searching Tips

- Remember: the computer only looks at two parts of the record for the item when you enter keywords: the title(s) and the part of the record where the contents of the item are listed. Not all records in the Catalog list the contents, so the keywords that you enter may only be searching on the titles of the books, magazines, etc., that you are searching for. Therefore, you should not enter authors' names as keywords.

- Avoid using very common words as keywords. A word like "America," for example, retrieves so many records that you probably won't find exactly what you're looking for.

- You shouldn't enter the word "and" between terms; just enter a single space. Also, don't use the words "the," "a," or "an."

- It doesn't matter which order you enter keywords.

- Try keyword searching if title or subject searching is unsuccessful (subject searching is covered next.)

- You may want to use truncation techniques when searching keywords. Truncation refers to the covering of the last letter or letters of a word to indicate that you want any of a number of words that begin with the letters that you have entered. In the online Libraries Catalog, the symbol * is used as the truncation symbol.

Examples of Keyword Truncation

- If you wanted information on agriculture in Nebraska, instead of typing in the word **agriculture**, you could type **agricultur* nebraska** and press **enter**. In doing this, you would be telling the computer that you want to search for items that have in their title or contents words that begin with **agricultur**, such as **agriculture**, **agricultures**, or **agricultural** and the word **Nebraska**. Remember that you probably wouldn't enter just agricultur* or nebraska by itself because this would retrieve too many records.

- If you wanted information on the automobile industry, you might type in **automobile* industr*** and press **enter**. This search would find items with words automobile or automobiles AND industry or industries or industrial or industrious or industry's, and so on. You would not want to truncate the word automobile after **auto** (auto*) because you would get many irrelevant entries including those with the words automatic, autonomous, autocad, etc.

SEARCHING BY SUBJECT

Subject terms, used to describe the contents of items in a library, are taken from standard lists so that the same terms are consistently used. Subject terms are used so that all of the library materials that are about the same topic are listed under the same term. This saves you from having to think of all of the different ways something may be described, like you have to do in keyword searching, in order to get to a book or journal that you want.

For example, say that you want to find information about **pigs**. You may not find what you need using the term pig in either a keyword or subject search. You could try a keyword search using pig, pigs, hog, hogs, swine, sow, and sows, for instance. But, if you did a subject search using the word **swine**, which is the standard subject term for pigs and hogs, you would quickly find several items. Many times, when you enter a subject term that isn't used in the UNL Libraries Catalog, the system will ask you if you would like to see items listed under another, similar term. Follow the directions on the screen to select the term that is used in the Libraries Catalog.

Most of the subject terms used in the Libraries Catalog are from the *Library of Congress Subject Headings* books (also called the Red Books) which are located in the Link by the IRIS terminals in Love Library and in each of the branches. Look in the front of the Red Books to get information about how to use them or, as always, ask at the Reference/Information Desk. Subject searching is shown in Activity 6.

Activity 6: Searching for materials by subject

Step 1 - At the Catalog Menu, press **S** to select SUBJECT searching.

Step 2 - If you needed information on the history of education in France, a subject search on that topic is one to way to get to information that would be useful to you. The librarian may recommend the term **education france history**, so key that in and press **enter** or **return**. A screen similar to the following displays:

```
You searched for the SUBJECT: education france        UNL Libraries & Schmid Library
6 SUBJECTS found, with 31 entries; SUBJECTS 1-6 are:

     1    Education France History . . . . . 22 entries
     2    Education France History 18th Century . . . . . 2 entries
     3    Education France History 19th Century . . . . . 4 entries
     4    Education France History 20th Century . . . . . 1 entry
     5    Education France History Bibliography . . . . . 1 entry
     6    Education France History Sources . . . . . 1 entry

Please type the NUMBER of the item you want to see, OR
W  >  Same search as WORD search        P  >  PRINT
N  >  NEW Search                        D  >  DISPLAY Title and Locations
A  >  ANOTHER Search by SUBJECT         O  >  OTHER options
Choose one (1-6,W,N,A,P,D,T,L,O)
```

Step 3 - Notice that the subject Education France History is broken down even further by **centuries**, **bibliography**, **sources**, and perhaps a few other subheadings. If you are particularly interested in the 19th century, for instance, press the number to the left of the line Education France History 19th Century. There should be at least four entries:

```
You searched for the SUBJECT: education france        UNL Libraries & Schmid Library
4 entries found, entries 1-4 are:                     LOCATIONS
Education France History 19th Century
     1    Histoire de l'enseignement primaire au XIXe siecl      LOVE
     2    Moral education for a secular society : the devel      LOVE
     3    The Rise of the modern educational system : struc      LOVE
     4    Victor Duruy & French education : liberal reform       LOVE
```

Step 4 - To retrieve *The rise of the modern educational system*, press the number to the left of that title. The record for the item will display.

Step 5 - If you are interested in other titles that you retrieved through this search, press **R** to go back to the display of short entries and choose the number to the left of *Moral education for a secular society*. If you would like to see the record for the first item

whose record you looked at, press **F** to forward browse. While viewing the *Rise of the modern ...* record, you may press **B** to backward browse and look at the *Moral education ...* record.

Step 6 - While viewing the record for *The rise of the modern educational system*, look at the subjects listed (the word SUBJECT is to the left of them.) You see there: **Education --Great Britain --History --19th Century**. You may want to compare the British account with the French account of education during that period. To do that, press **A** to do another search by subject and enter **education great britain history 19th century**. The display lists the title *Culture and education in Victorian England* which might prove to be very useful in a comparative study.

Activity 7: Limiting a subject search

Step 1 - Press **A** to do another search by subject.

Step 2 - If you need to find information on the teaching of nurses, you might want to key in a subject term to see what you could find. The librarian may recommend the term **nursing study and teaching**, or you may consult the Red Books to find the term. Key in **nursing study and teaching** and press **enter**.

You searched for the SUBJECT: nursing study and UNL Libraries & Schmid Library
84 SUBJECTS found, with 326 entries; SUBJECTS 1-8 are:

1	Nursing Study and Teaching --> See Related Subjects	3 entries
2	Nursing Study and Teaching	109 entries
3	Nursing Study and Teaching Africa	1 entry
4	Nursing Study and Teaching Associate Degree --> See als	1 entry
5	Nursing Study and Teaching Associate Degree	3 entries
6	Nursing Study and Teaching Associate Degree Evaluation	2 entries
7	Nursing Study and Teaching Associate Degree Texas .	1 entry
8	Nursing Study and Teaching Associate Degree United Stat	2 entries

Please type the NUMBER of the item you want to see, OR

F	>	Go FORWARD	A	>	ANOTHER Search by SUBJECT
W	>	Same search as WORD search	P	>	PRINT
N	>	NEW Search	O	>	OTHER options

Choose one (1-8,F,W,N,A,P,D,T,L,J,M,O)

Step 3 - A list of short entries displays, but you may only be interested in items that are very general in nature. You may not want to know about **nursing study and teaching africa** or **nursing study and teaching associate degree**, etc. Look to the right of the terms that you are interested in. In this case, there are **109** entries for nursing study and teaching. You want general information, but over 100 entries may be more than you're interested in, so you can **limit** your search. First, select the number to the left of the topic in which you are interested, namely, **nursing study and teaching** all by itself.

Step 4 - Press **O** (the letter), listed in the menu at the bottom of the screen, to see what other options are available. Press **L** to limit your search. The following screen displays:

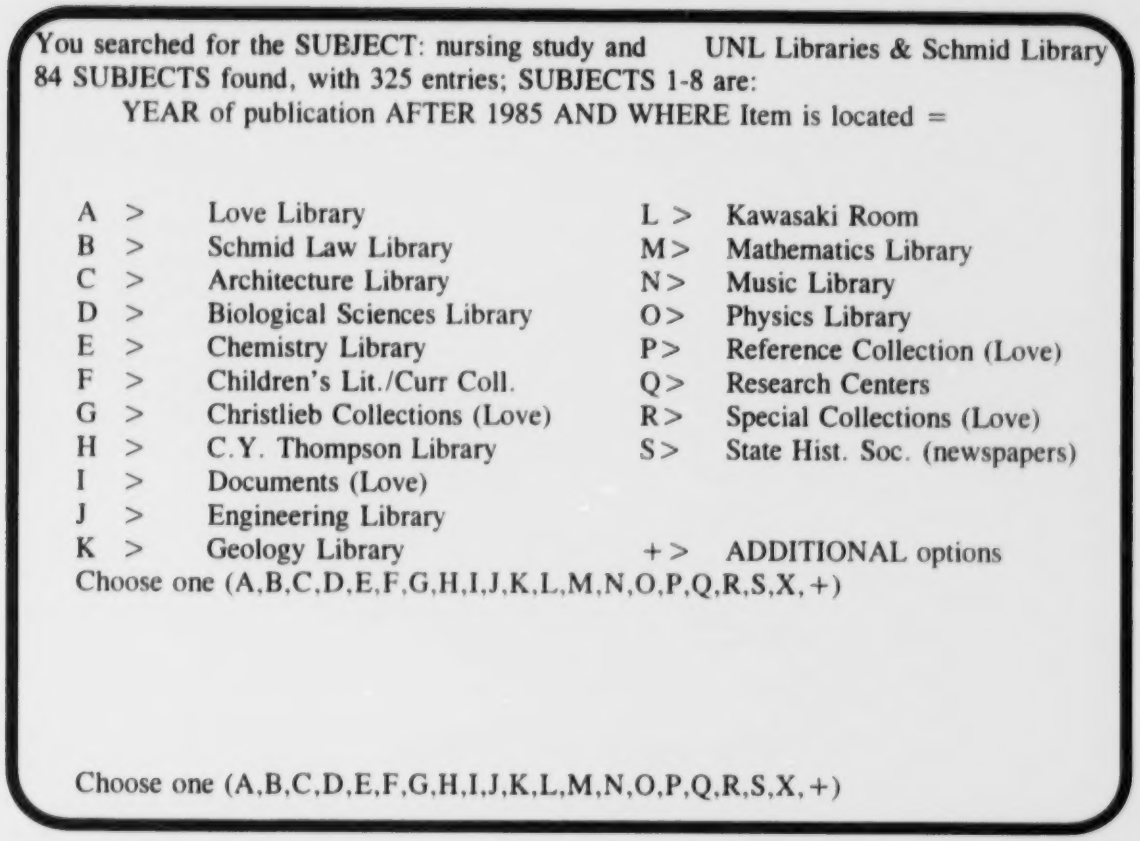
```
You searched for the SUBJECT: nursing study and      UNL Libraries & Schmid Library
84 SUBJECTS found, with 325 entries; SUBJECTS 1-8 are:

                You may limit your search by any of the following

        L       >       LANGUAGE
        M       >       MATERIAL type
        B       >       BIB level (Periodical/Serial)
        A       >       Words in the AUTHOR
        T       >       Words in the TITLE
        S       >       Words in the SUBJECT
        P       >       PUBLISHER
        W       >       WHERE Item is located
        Y       >       YEAR of publication
        R       >       RETURN to Browsing
        Choose one (L,M,B,A,T,S,P,W,Y,R)
```

Step 5 - Limit the search first by YEAR by pressing **Y**. Limit it to AFTER a certain year by pressing **A**. Then, enter the numbers **85** to limit the search to items published after 1985.

Step 6 - You may search for items published after 1985 at this point or you may further limit your search. Further limit your search by pressing **A** for AND (limit further) and limit the search also by WHERE item is located by pressing **W**.


You searched for the SUBJECT: nursing study and UNL Libraries & Schmid Library
84 SUBJECTS found, with 325 entries; SUBJECTS 1-8 are:
YEAR of publication AFTER 1985 AND WHERE Item is located =
A > Love Library
B > Schmid Law Library
C > Architecture Library
D > Biological Sciences Library
E > Chemistry Library
F > Children's Lit./Curr Coll.
G > Christlieb Collections (Love)
H > C.Y. Thompson Library
I > Documents (Love)
J > Engineering Library
K > Geology Library
L > Kawasaki Room
M > Mathematics Library
N > Music Library
O > Physics Library
P > Reference Collection (Love)
Q > Research Centers
R > Special Collections (Love)
S > State Hist. Soc. (newspapers)
+ > ADDITIONAL options
Choose one (A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,X,+)
Choose one (A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,X,+)

Step 7 - Choose **A** for Love Library and, then, press **F** to Find items with above limits. Notice how the search has been focused from over a hundred entries to fewer than thirty. Use the **F** and **B** search options to scroll through the list to choose items of interest.

```
You searched for the SUBJECT: nursing study and teaching LIMITED TO AFTER 1985
28 entries found, entries 1-8 are:                              LOCATIONS
Nursing Study and Teaching
      1    Behavioral objectives : evaluation in nursing          LOVE
      2    Changing patterns in nursing education                 LOVE
      3    Characteristics of baccalaureate education in nur      LOVE
      4    Clinical teaching in nursing education                 LOVE
      5    Curriculum building in nursing : a process / Em O      LOVE
      6    Curriculum revisited: an update of curriculum des      LOVE
      7    Curriculum revolution : redefining the student-te      LOVE
      8    Experiential learning in action                        LOVE

Please type the NUMBER of the item you want to see, OR
F  >  Go FORWARD          A  >  ANOTHER Search by SUBJECT    J  >  JUMP
R  >  RETURN to Browsing  P  >  PRINT
N  >  NEW Search          D  >  DISPLAY Title and Author
Choose one (1-8,F,R,N,A,P,D,J)
```

Step 8 - Press **A** if you want to do another search by subject. Press **N** to begin a new search.

Subject Searching Tips

- The *Library of Congress Subject Headings* books (also known as the Red Books) are the main source for subject terms. There are Red Books located in the Link in Love Library near the IRIS terminals and in each of the branches. If the heading that you are looking for is not in the Red Books, ask at the Reference/Information Desk for assistance or start with a keyword search using terms that pertain to your topic (see then next tip for more on this.)

- A **keyword** search can lead you to subject terms. When you find an item that pertains to your topic through a keyword search, write down the subject terms in the record for the item. Do a **subject** search using those terms. You may also do a keyword search automatically from a subject search screen, when the menu choice **W > Same search as WORD search** appears.

- Remember that if a term that you enter is not a standard subject term, you need to find out what the standard term is. There is a feature built in to the Catalog which sometimes prompts you to use another term if the term that you have chosen is not among the standard subject terms. Follow the instructions on the screens to choose the term that you want.

- Be aware that subject terms tend to be pluralized. For example, the term **schools** is used (not school), **children** is used (not child), and so on.

- You may limit your search to focus it and to reduce the number of records retrieved. Limiting may be used with any of the search options.

SEARCHING BY LC CALL NUMBER, OTHER CALL NUMBER, AND NUMBER

Classification numbers, assigned to an item by a cataloging librarian or the item's issuing agency, are used to organize a collection of items. Call numbers and classification numbers are explained in greater depth in the next chapter.

Number searching is useful when you know an item's number and need to know more information about the item. For instance, you may want to find out the author and title of the item and all that you have is the item's number.

If you need to search by number, follow the directions on the screen or ask someone at the Reference/Information Desk.

SEARCHING RESERVE LISTS

Some professors may place course-related items on reserve in the Libraries to ensure that you have the opportunity to access items that will be useful to you while you are enrolled in their classes. The RESERVE lists option is the part of IRIS which allows you to see what materials have been set aside for your class. You do not have to guess what is on reserve for you; your professor will indicate whether materials have been placed on reserve for his or her class.

Reserve materials may be books, photocopied articles, old quizzes and tests, or other items. The items may belong to the UNL Libraries or to the professor. The circulation period is limited so that everyone in the class will have an opportunity to use the materials.

NOTE THAT **RESERVE** DOES NOT MEAN **REFERENCE**. BE SURE TO REQUEST RESERVE MATERIALS AT THE **CIRCULATION DESK**.

The important things to look for on the reserve lists are:

- whether you are viewing the list for the correct course
- the title of what is on reserve
- whether the item is available
- in which of the UNL Libraries the item is on reserve
- whether the item is a book or photocopy

The menu at the bottom of the screen contains a number of options which help you view the reserve list, print the list, return to the previous screen, or perform a new search.

VIEWING YOUR CIRCULATION RECORD

You may want to view your circulation record to see what you have checked out and when the items are due. Press **V** at the Libraries Catalog Main Menu to view your circulation record. Then, key in your name and the identification number exactly as they appear on your universal ID card and press **enter**.

SUMMARY

IRIS is an electronic system which provides access to the UNL Libraries Catalog as well as a vast array of additional information resources and databases. The system is dynamic; that is, new resources and features are added to IRIS continually.

Until recently, the card catalog was the primary tool for finding books and other materials in the UNL Libraries. Now, the online catalog on IRIS is used almost exclusively, especially for materials published after 1965. The Libraries Catalog on IRIS is more flexible than the card catalog and is accessible from remote locations.

To use the online catalog, you must first select a search option. Search options are listed in menus that are present on most screens. Primarily, you will be using the title, author, keyword, and subject search options.

After going through the activities in Chapter Two, you should be able to search by title, author, keyword, and subject. You should also have learned how to move about the database; perform keyword truncation; use the limit function to narrow your search to specific publication year(s), words in the title, language, location, and so on; view your circulation record; and search the lists of materials that have been placed on reserve for specific courses.

LIBRARY 110
Assignment 1 (10 Points Total)

Chapter 1 - Introduction to the Libraries: Discovery Tour (5 points)

Instructions: **Read** Chapter One. **Walk** through Love Library and familiarize yourself with the primary service points listed below. From the following list of library service locations, match the service to the location by entering the correct letter in the blank space. The same location may be used more than once.

a. Circulation Desk/Reserves
b. Current Periodicals Room
c. Microform Services
d. Archives & Special Collections
e. Interlibrary Loan
f. Reference/Information Desk

1._____ Where you can find the most recent issues of Reader's Digest.

2._____ Material set aside by a professor for a class you are taking can be found here.

3._____ Pravda on microfilm can be found here.

4._____ Arrangements can be made to borrow a book from another library here.

5._____ In general, library books may be renewed here.

6._____ Librarians can be found to help you get started with your research here.

7._____ The manuscripts and papers of noted Nebraska author, Mari Sandoz, can be found here.

8._____ Fines for overdue books can be paid here.

9._____ Where you go to make a paper copy of something on microfiche.

10._____ Where you can find last week's issue of Newsweek magazine.

LIBRARY 110
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8._____ Fines for overdue books can be paid here.

9._____ Where you go to make a paper copy of something on microfiche.

10._____ Where you can find last week's issue of Newsweek magazine.

Chapter 2 - IRIS-UNL Libraries Catalog (5 points)

11. What library tool, other than the UNL Libraries Catalog on IRIS, would you consult if you wanted to look up **books published before 1965?**_____

12. In Chapter Two of the Library 110 manual, look at the screen example for *The old man and the sea*. What is the book's location?_____ How many pages does it have?_____

13. What is the call number for the *Journal of Social Psychology*?_____

14. **TRUE or FALSE:** journal articles are listed by **title of the article** in the UNL Libraries Catalog.

15. How would you enter this author's name when doing an author search in the UNL Libraries Catalog? **Alexandr Solzhenitsyn**:_____

16. Most of the subject terms that are used in the UNL Libraries Catalog are listed in what printed source?

_____

17. You can limit a search by:

A. Year
B. Language
C. Location
D. All of the above

18. **TRUE or FALSE:** a keyword search can help you to identify appropriate subject terms.

19. **TRUE or FALSE:** Items on reserve are located at the Reference/Information Desk.

20. **TRUE or FALSE:** The IRIS system is dynamic; that is, new resources and features are continually being added to IRIS.

Chapter 2 - IRIS-UNL Libraries Catalog (5 points)

11. What library tool, other than the UNL Libraries Catalog on IRIS, would you consult if you wanted to look up **books published before 1965?**_____

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ASSIGNMENT #1

Name_____

Section_____ Score_____

1._____

2._____

3._____

4._____

5._____

6._____

7._____

8._____

9._____

10._____

11._____

12.LOCATION_____PAGES_____

13._____

14._____

15._____

16._____

17._____

18._____

19._____

20._____

ASSIGNMENT #1

Name_____

Section_____ Score_____

1._____

2._____

3._____

4._____

5._____

6._____

7._____

8._____

9._____

10._____

11._____

12.LOCATION_____PAGES_____

13._____

14._____

15._____

16._____

17._____

18._____

19._____

20._____

Chapter Three

Finding Materials in the University Libraries

Chapter Three - Finding Materials in the University Libraries

Using the library can be relatively simple, once you become familiar with certain tools and materials. In the library, the term "materials" refers to the contents of a collection. Materials in the University Libraries include many different types of media: books, periodicals, newspapers, computer discs, and microforms (e.g. microfilm and microfiche). The term "tools," on the other hand, is used to refer to the variety of aids which serve to organize a collection, and to assist users in locating specific materials. Library tools include such devices as call numbers (classification systems), the stacks directory, and the guide to location codes and media designators. In this chapter, you will first learn about the different types of materials available in the University Libraries' collection. Then we will look, in more depth, at the tools used to organize the collections, and how these can be used to locate the materials you are interested in.

LIBRARY MATERIALS

The materials in the University Libraries consist of many different types of media, the most common of which are books and periodicals. It is important to understand the differences between these, as well as the general properties of each. Knowing what type of material you are looking for will determine both how, as well as where, you should look to find it.

BOOKS

Books are generally the most familiar material type collected by the University Libraries. Books may be defined as collections of printed text, typically devoted to the same general topic, bound together into discrete physical units. They include volumes written entirely by one or more authors, as well as edited works in which each chapter may be written by a different author or authors. There are currently more than 2 million books in the University Libraries' collection, with approximately 30,000 new books being added each year. Books may be identified in the Libraries Catalog by title, author, editor, subject, keyword, and call number. Books are shelved by call number throughout the University Libraries.

PERIODICALS

A periodical is a publication issued in parts (called issues and volumes), on an ongoing basis, and according to a regular schedule. Newspapers, popular magazines, and scholarly journals are all periodicals. Often the information contained in recent periodicals is more current than

information available in books. Older periodicals, particularly newspapers and news magazines, can be used to understand how an event was viewed at the time it occurred.

Currently, there are about 15,500 periodicals being received by the University Libraries. These periodicals may be identified in the Libraries Catalog primarily by title, e.g. *Journal of Abnormal Psychology*, or *National Geographic*. However, the titles of articles within these journals are not entered into the Libraries Catalog; therefore, if you want to find a particular article in the library, you must first find out when, and in what periodical, it was published. You will learn how to do this is Chapters 5 and 6 of this course. This chapter will focus on how you find a particular volume and issue of a journal in the collection, once you know which one you are looking for.

Periodicals may be located in several places throughout the Libraries, however, the most common places are the Current Periodicals Room in Love Library (where the most recent unbound journal volumes are shelved) and the general stacks areas (were the bound volumes of journals are shelved interfiled with the books). Like books, periodicals are assigned call numbers and shelved according to these numbers both in the Current Periodicals Room and in the regular stacks. Journals are identified in the UNL Libraries Catalog primarily by title.

OTHER MEDIA

A number of other types of media are also collected by the University Libraries. Some media require the use of specialized tools to help identify them and locate them in the collections, but many of them will appear in the UNL Libraries Catalog, and can be located using the general finding aids discussed in this chapter.

MICROFILM & MICROFICHE

Microfilm and Microfiche represent a type of print publication that, because it is reduced in size, and rendered on a type of film, requires a special piece of equipment to read. In Love Library, the microfiche and microfilm materials are kept in boxes and file drawers in the Microform Room on the second floor of Love South. Branch libraries that include microfiche materials have designated locations for these materials, as well. Materials in microforms include some works that were originally published in print and later transferred to microfiche to provide longer preservation, wider distribution, and greater access to the materials. Examples include: The New York Times, The Times Literary Supplement, The Chronicle of Higher Education, and Value Line Investment Survey. Other works were originally published in microform, and may not be available in paper form at all. These include some of the documents published by the Educational Resources Information Center (ERIC).

SOUND RECORDINGS, VIDEOS, AND COMPACT DISCS

Audio and video recordings are available in the University Libraries, primarily through the Music Library, but also at Love and some additional branch libraries. These materials include both spoken and musical recordings.

COMPUTER PROGRAMS

A growing number of computer programs and machine-readable files are being added to the Libraries collections. Many of these are accompanied by books or other printed materials in the collection. Others are designated for library use only, and kept in the reference section. Some of these materials must be obtained at the reserve desk.

LIBRARY TOOLS

It is important to understand that the purpose of library tools, such as classification systems, is to assist users in finding materials in the library. If library materials were not organized according to some scheme, then you would not be able to determine where you should look for any particular item.

If you have a personal collection of library-type materials and you want to arrange them in some way so that you could easily find things, you might choose to organize them according to some salient attribute of the materials, such as author's name, title, publication date, or even color. Or you might assign each item a number, based upon its topic so that books and other materials on the same topic would be located together.

This is precisely what libraries have done. The Library of Congress Classification System is nothing more than an elaborate scheme for organizing the universe of subjects into one coherent outline. Books, journals, and other materials are assigned classification codes, or "call numbers," based upon their topics, and placed on the shelf alpha-numerically. A single, unique call number is assigned to each item in the collection.

As each book or other material is added to the Libraries' collection, a careful record is kept of the number it is assigned, so that no two items wind up with the same call number. This record is also used as the basis for creating the Libraries Catalog, so that users can find out whether a particular item is in the collection and, if so, where. The call number serves both as an indicator of the general subject to which an item relates, as well as the "shelf address," designating the item's relative location in the collection.

The Library of Congress Classification System (LC) is not the only classification system employed in the University Libraries, although it is the primary one. A large portion of the materials (books, periodicals, microforms, CD-ROM) in the Libraries' collection is published and distributed by the federal government through the Government Printing Office. The majority of these materials are assigned Superintendent of Documents (SuDoc) call numbers, and shelved in a separate part of the library stacks. It is important to be able to tell the difference between SuDoc numbers and LC numbers, so you will be able to decide where you need to go to retrieve an item.

Other classification systems you may encounter when using the library include, Dewey Decimal, State of Nebraska, and United Nations systems. This chapter will describe the distinguishing features of the three major classification systems use in the University Libraries: LC, SuDocs, and Dewey. Do not hesitate to ask for assistance in finding materials classified using other classification systems until you become familiar with them.

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Development of the **Library of Congress Classification System** began in 1899, and continues still. The broad outline of the system was determined at the outset by the Librarian of Congress, Dr. Herbert Putnam, and his Chief Cataloger, Charles Martel. Each letter of the alphabet was assigned to represent a different subject area or discipline:

A	General Works
B	Philosophy, Psychology, Religion
C	Auxiliary Sciences of History (Archaeology, Biography)
D	General and Old World History
E-F	American History
G	Geography, Anthropology, Recreation
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Language, Literature
Q	Sciences
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Library Science, Bibliography

Notice that the letters I, O, W, X, and Y were not assigned.

Once this broad outline was set, subject specialists at the Library of Congress began to work with subsections of the classification system to develop rules and guidelines for organizing materials within each discipline. For example, in the Q class, additional divisions were defined to group together materials within the different scientific disciplines.

Q	Science (general)
QA	Mathematics
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural History & Biology
QK	Botany
QL	Zoology
QM	Human Anatomy
QP	Physiology
QR	Microbiology

Notice that gaps have been left, periodically, in the alphabetical sequence to allow for new areas of research and publication to be added later, as they develop. Thus, the classification system has grown and changed over time, and will continue to evolve into the future.

When assigning an LC classification code (call number) to a particular item, numerals are combined with the broad letter codes to produce a unique alpha-numeric classification code for each item in a collection. Each element of the classification code represents some meaningful aspect of the item being classified. For example, the following breakdown explains the various parts of the classification code "JK31 .M25 1935" which has been assigned to Andrew C. McLaughlin's book, *A Constitutional History of the United States*, published in 1935.

J	=	Political Science;
JK	=	Constitutional history of the U.S.
JK31	=	Comprehensive works about the Constitutional history of the U.S.
.M25	=	represents the author: McLaughlin
1935	=	represents the date of publication.

How Materials with Library of Congress Call Numbers are Shelved

Books, periodicals, and other materials with LC call numbers are arranged on the shelves alphabetically by their classification numbers. In order to find things on the shelves, it is important to remember two rules about the alpha-numeric sequence employed by LC. The first

rule is, **"nothing always comes before something."** Thus, "L" precedes "LA", which is followed by "LB", etc. Second, numbers before the first decimal point are treated as whole numbers, while numbers after the first, and any subsequent decimal points, are arranged character-by-character (i.e. they are treated as decimal numbers). To illustrate, the following sequence of classification codes demonstrate the correct order of shelf arrangement:

H62 .W2	Note: H62 precedes H437
H437 .N41	
H437.7 .S32	
H437.7 .S32 A72	
H437.7 .S32 A9	
H437.72 .A25	
HG52.5 .M6	
HG52.56 .M6	Note: HG52.56 precedes HG52.6 (numbers after the HG52.6 .M6 first decimal point are filed "character by-character", or as decimals)
HG52.63 .Q3	
HG54 .U256	
HG57 .K34 1965	Note: The date of publication is sometimes added to the classification code to distinguish different editions of the same title.
HG57 .K34 1976	
HG525 .B67	

DEWEY DECIMAL CLASSIFICATION CODES

An older classification system that was used at UNL until the mid 1960s is the **Dewey Decimal Classification System**. Many of the rules that apply to the interpretation and arrangement of LC call numbers also apply to Dewey numbers. Dewey numbers can be recognized because they begin with a number, rather than a letter of the alphabet. Below are the ten broad classes used to organize materials in the Dewey system:

000	General
100	Philosophy
200	Religion
300	Social Science
400	Languages
500	Sciences
600	Applied Science
700	Arts, Entertainment
800	Literature
900	History, Geography

As with LC, these broad numeric classes are broken down as needed to describe the contents of a book or other library material. The following shows a breakdown of how McLaughlin's book might be classified in the Dewey system: 342.73 M221c

300	=	Social Sciences
340	=	Law
342	=	Constitutional History
342.73	=	Constitutional history of the U.S.
M221	=	represents the author: McLaughlin
c	=	represents the first letter of the first significant word of the title: Constitutional.

How Materials with Dewey Decimal Call Numbers are Shelved

Materials with Dewey call numbers are shelved according to the same basic rules governing the arrangement of materials in LC, except the leading character is a number, rather than a letter or letter(s). Still, "nothing comes before something," and numbers after the decimal are shelved "character-by-character" (i.e. as a decimal). In addition, any numbers which follow a letter or letters are also filed "character-by-character." The following sequence of Dewey call numbers serves to illustrate the correct shelving order:

228.09 B75
228.09 B75c
343.713 C393
343.85 D11
614 S52s
614 Z6

GOVERNMENT DOCUMENTS

The University Libraries receives documents issued by the United States Federal Government, the United Nations, the State of Nebraska, and the Organizations of American States. Documents issued by these bodies are published in a variety of formats: books, periodicals, pamphlets, microfiche, CD-ROM, etc.

United States Federal Government Documents are published by the **Government Printing Office** (GPO) in Washington, D.C. To insure that these government documents are available to the general population, Congress passed a series of resolutions and bills between 1857 and 1869 establishing a nation-wide depository library system, and creating the position of **Superintendent of Documents** to discharge the functions of that system. Under the Depository legislation, the

Superintendent of Documents was charged with the responsibility for distributing copies of all materials published by the Government Printing Office, to designated libraries located regionally throughout the United States.

The University Libraries is one such regional depository, the only full depository library in the state of Nebraska. As such, it receives 100% of government publications that qualify for distribution through the depository program. These materials, regardless of format, are added to the collections, and information to help people find them is entered into the UNL Libraries Catalog.

U.S. government documents are organized according to a classification system called the **Superintendent of Documents Classification System (SuDoc)**. This system was developed between 1895 and 1903, and is based upon the principle that documents produced by a particular governmental body (e.g. agency or department) should be shelved close together. Thus the structure and complexity of the system directly reflect the structure and complexity of the United States government.

The following list shows some of the more common governmental bodies and their broad, corresponding SuDocs category.

A	Agriculture Department
C	Commerce Department
D	Defense Department
E	Energy Department
ED	Education Department
EP	Environmental Protection Agency
FA	Fine Arts Commission
FR	Federal Reserve System Board of Governors
FT	Federal Trade Commission
GA	General Accounting Office
HE	Health and Human Services Department
HH	Housing and Urban Development Department
I	Interior Department
J	Justice Department
L	Labor Department
NAS	National Aeronautics and Space Administration
P	United States Postal Service
PrEx	Executive Office of the President
S	State Department
SE	Securities and Exchange Commission
SI	Smithsonian Institution
SS	Social Security Board
T	Treasury Department

TD Transportation Department
VA Veterans Affairs Department
W War Department
Y Miscellaneous Publications of Congress

To construct specific classification codes for each government document, additional characters are added to more precisely describe the item being classified. For example, within agriculture (A), numbers are added to indicate which division of the Agriculture Department produced a particular document thus:

A 77 = Agricultural Research Service
A 82 = Agricultural Stabilization and Conservation Service
A 88 = Agricultural Marketing Service
A 92 = National Agricultural Statistical Service
A 93 = Economic Research Service
A 94 = Cooperative State Research Service
A 97 = Rural Community Development Service
A 98 = Food and Nutrition Service

Additional numbers may be added, set off by a period, to indicate the type of publication, thus:

.1 = Annual reports
.2 = General publications
.3 = Bulletins
.4 = Circulars
.5 = Laws (administered by the agency)
.6 = Regulations, rules, and instructions
.7 = Press releases
.8 = Handbooks, manuals, guides

Numbers larger than "8" may follow the period, indicating more specialized documents published in series by an agency. The following examples illustrate how this part of the SuDocs classification system may be applied to specific documents:

A 1.1: Annual Report of the Department of Agriculture
A 1.10: Yearbook of Agriculture
A 13.1: Annual Report of Chief of Forest Service
A 57.1: Annual Report of the Soil Conservation Service
A 57.3 Bulletins of the Soil Conservation Service
A 57.9 Soil Conservation (monthly periodical)
A 57.38: Soil Surveys

A 77.1: Research Progress in (year), A Report of the Agricultural Research Service (annual report)

Following the colon, additional letters and/or numbers may be added to the SuDoc number to create a unique number that applies to only one document of a type. For example, the SuDocs number A "57.38:" may be made more specific, when applied to a soil survey of a specific location:

A 57.38:L 22/2

Together, the various elements of a SuDocs number provide a coded description of a particular document, as well as serving to locate it's exact placement in the collection. Two clues to identifying a SuDocs number are the presence of a colon (:) or a slash (/). (LC and Dewey numbers do not have colons or slashes.)

How Documents with SuDoc Numbers are Shelved

U.S. government documents with SuDocs numbers are arranged on shelves alpha-numerically, as are materials with LC call numbers. Just as with LC and Dewey numbers, the rule "nothing always comes before something" applies to SuDoc numbers. However, it is important to note that in a SuDoc number, a "dot" always represents a period, not a decimal point. Thus the number following the period is filed as a whole number, not character-by-character. In addition, letters are filed before numbers that are in the same position in a SuDoc number, so in the example below, Y 4.B 22/1:R 31/7 precedes Y 4.B 22/1:100-44. The following SuDoc number sequence also illustrates SudDoc numbers in the correct order:

A 1.10/a:CT
A 1.47
A 1.1.00/2
AA 4.1:90
AA 4.1:91
FS 13.102:CT
Y 4.B 22/1:R 31/7
Y 4.B 22/1:100-44

GOAL OF SEARCHING: RETRIEVING MATERIALS FROM THE COLLECTION

Whenever you locate an item in the Libraries Catalog, it will give you the call number that can be used to locate the item in the collection. But that is not the only crucial piece of information you will need from the Catalog in order to locate the book. You must also note the Location Code assigned to the item, and it is often helpful to note the Status, as well. You will find each of these elements displayed inside the box in the lower half of the sample catalog screen. A sample is reproduced below:

You searched for the TITLE: old man and the sea UNL Libraries & Schmid Library

TITLE The old man and the sea.
AUTHOR Hemingway, Ernest, 1899-1961.
PUBLISHER New York, Scribner, 1952.
DESCRIPT. 140 p. 22 cm.

		LOCATION	CALL NO.	STATUS
1	>	LOVE	PS3515 E3704 1952x	AVAILABLE

R > Browse Nearby Entries
N > NEW Search
A > ANOTHER Search by TITLE
Z > Show Items Nearby on Shelf
P > PRINT
T > Display MARC Record
Choose one (R,N,A,Z,P,T)

LOCATION CODES

Location Codes are tools employed in the Libraries Catalog to designate in which portion of the collection an item may be located. The most common location codes are branch collection indicators. These codes indicate whether an item is shelved in Love, or one of the branch libraries. The branch indicator Location Codes are listed below:

ARCH = Architecture Library

BIOL = Biological Sciences Library

CHEM = Chemistry Library

CYT = C.Y. Thompson Library

ENGR = Engineering Library

GEOL = Geology Library

LAW = Law Library

MATH = Mathematics Library

LOVE = Love Library

MUSIC = Music Library

PHYS = Physics Library

Branch indicator Location Codes may appear in combination with material type Location Codes. These codes are used to designate separate collections within a particular branch, such as microforms or periodicals. Below are listed some of the most commonly encountered material type Location Codes for Love Library, with a brief explanation where one should go to find materials with these codes. A full list of Location Codes may be found near the IRIS workstations in Love library, or obtained from various service desks throughout the library system.

LOVE
Love - LC or Dewey Stacks
Refer to Stacks Directory

LOVE Folio
Love - LC or Dewey Stacks
Refer to Stacks Directory

LOVE Curr
Children's/Curriculum Collection
Love North 1st floor, s.e. corner

LOVE Map
Love Map Collection
Link area (2nd floor)

LOVE Mfiche
Microforms Collection
Love South, 2nd floor, Microforms Room

LOVE Mfilm
Microforms Collection
Love South, 2nd floor, Microforms Room

LOVE Newspaper
Current Periodicals Room
Love South, 1st floor,
Current Periodical Room

LOVE Per
Current Periodicals Room
Love South, 1st floor,
Current Periodicals Room

LOVE Ref
Reference Collection
Link area, 2nd floor

LOVE Ref CD-ROM
Electronic Reference Collection
Link area, 2nd floor

LOVE Reserve
Reserve Desk
Love South, 1st floor, Circulation Desk

LOVE SPEC
Special Collections
Love South, 3rd floor

LOVE SuDoc
Love U.S. Documents Collection
Love South, Levels 5, 6, & 7
(consult Gov Docs Stacks Directory)

STACKS DIRECTORIES

Some Location Codes, such as Love Curr, are specific enough that you may proceed immediately to the designated shelf location, without further guidance. Others, such as Love, and Love SuDoc, are so broad that further guidance is often needed to find the shelf on which an item may be found. For assistance in finding shelf location, you may refer to the appropriate Stacks Directory. (The term "stacks" is used in libraries to refer to areas occupied by bookshelves.) An example of a Stacks Directory for the location code LOVE is reproduced below:

Location Code & 1st line of Call #	**Location**
LOVE A - AE5 LOVE Folio A - AE5	**Love South, Basement Hallway** Love South, East Basement Hallway
LOVE AE6 - AZ LOVE Folio AE6 - AZ	**Love South, East Basement Stacks** Love South, East Basement Hallway
LOVE B - BX LOVE Folio B - BX	**Love South, East Basement Stacks** Love South, East Basement Hallway
LOVE C - CT LOVE Folio C - CT	**Love North, 2d floor, right [southeast]** Love North, 2d floor, right [northeast], shelved after the regular size E's
LOVE D - DQ LOVE Folio D - DQ	**Love North, 2d floor, right [southeast]** Love North, 2d floor, right [northeast], shelved after the regular size E's
LOVE DR - DZ LOVE Folio DR - DZ	**Love North, 2d floor, right [northeast]** Love North, 2d floor, right [northeast], shelved after the regular size E's
LOVE E LOVE Folio E	**Love North, 2d floor, right [northeast]** Love North, 2d floor, right [northeast], shelved after the regular size E's
LOVE F LOVE Folio F	**Love North, 2d floor, left [west]** Love North, 2d floor, left [west], shelved after the regular size F's

[f]	[If a call number located in the card catalog is preceded by a small letter f, this means that the piece is a Folio. Use the next letter or letters to determine where this folio will be shelved.]
LOVE G - GV LOVE Folio G - GV	**Love North, 1st floor, left [southwest]** Love North, 1st floor, left [southwest], shelved after the regular size J's
LOVE H - HX LOVE Folio H - HX	**Love North, 1st floor** Love North, 1st floor, shelved after the regular size HX's
LOVE J - JX LOVE Folio J - JX	**Love North, 1st floor, left [southwest]** Love North, 1st floor, left [southwest], shelved after the regular size JX's
LOVE K - KWX LOVE Folio K - KWX	**Love North, 1st floor, right [southeast]** Love North, 1st floor, right [southeast], shelved after the regular size LT's
LOVE L - LT LOVE Folio L - LT	**Love North, 1st floor, right [southeast]** Love North, 1st floor, right [southeast], shelved after the regular size LT's
LOVE N - NX LOVE Folio N - NX	**Love North, Basement** Love North, Basement, shelved after the regular size PZ4's
LOVE P - PZ4 LOVE Folio P - PZ4	**Love North, Basement** Love North, Basement, shelved after the regular size PZ4's
LOVE Q - QC LOVE Folio Q - QC	**Love South, Level 1** Love South, Level 1, shelved after the regular size QC's
LOVE QD - QR LOVE Folio QD - QR	**Love South, Level 2** Love South, Level 2, shelved after the regular size QR's
LOVE R - RJ500 LOVE Folio R - RJ500	**Love South, Level 3** Love South, Level 4, shelved after the regular size TX's
LOVE RJ501 - RZ LOVE Folio RJ501 - RZ	**Love South, Level 4** Love South, Level 4, shelved after the regular size TX's

LOVE S - SK	**Love South, Level 4**
LOVE Folio S - SK	Love South, Level 4, shelved after the regular size TX's
LOVE T - TX	**Love South, Level 4**
LOVE Folio T - TX	Love South, Level 4, shelved after the regular size TX's
[Td, Tm]	**Doctoral and Master's theses are shelved after the L's in Love North, 1st floor, [southeast]**
LOVE U - UH	**Love North, 1st floor, right [southeast] after the Td, Tm's**
LOVE Folio U - UH	Love North, 1st floor, right [southeast], shelved after the regular size VM's
LOVE V - VM	**Love North, 1st floor, right [southeast]**
LOVE Folio V - VM	Love North, 1st floor, right [southeast], shelved after the regular size VM's
[x]	**[When a small 'x' precedes a call number, it means the item is "oversize." These materials are shelved after the appropriate Folio section.]**
LOVE Z	**Love South, Level 4**
LOVE Folio Z	Love South, Level 4, shelved after the regular size Z's

Note that this Stacks Directory is organized by Library of Congress call number. To use, you simply look up the LC call number for the item you wish to locate in the column on the left, and read across to the right hand column, which indicates which floor and room to go to locate materials with this call number.

Note that there is a special line for items with the Location Code "Love Folio." These are materials too large to fit on regular sized shelves. They are shelved in special sections throughout the library, where the shelves are high enough to accommodate these materials.

Similar Stacks Directories exist for items in Love library with Dewey Call Numbers as well as for materials with SuDocs numbers.

After consulting the Stacks Directory for the item, or items you wish to locate, you may proceed there directly to retrieve your materials.

STATUS CODES

The third piece of information provided in the location box for each item in the UNL Libraries Catalog, is the Status code. This is an indication of the availability of a particular item. If the status column indicates "available," then the item is not currently checked out. If you don't find it at its call number on the shelf, you may want to look in the library reshelving areas to see if the item you want is waiting to be reshelved. A list of other common status codes was included in Chapter Two of this course.

SUMMARY

Library materials consist of a variety of different media: books, periodicals, microforms, recordings, videos, and computer programs. Library tools, such as classification systems (call numbers), location codes, and stacks directories, are devices which help to organize the materials that make up a collection. These same tools may be employed by library users to enable them to locate desired materials quickly and easily in the collection. Without these tools, using the library would be as difficult as sorting through a pile of unorganized materials.

Several classification systems have been employed by the University Libraries. It is important that the library users not only recognize call numbers from the different classification systems, but also understand how items with these different call numbers will be organized on the shelves. Several rules were introduced to assist with these tasks.

This chapter has provided the reader with essential knowledge about how to find materials in the University Libraries collections, using the information provided in the Libraries Catalog about location, call number, and status. There are essentially three steps to locating materials in the University Libraries:

- Use the Libraries Catalog on IRIS to obtain the call number, location code, and status of the material(s) you want;
- Consult the guide to Location Codes, and/or the Stacks Directory to determine the specific location(s) of the items you wish to locate;
- Use the information obtained from step two, proceed to the library location indicated, and retrieve the item(s) you desire.

If you ever have questions, remember to ask for assistance from the Reference/Information Desk.

LIBRARY 110
Assignment 2 (10 Points Total)

Chapter 3 - Locating Library Materials

PART A. Understanding Classification Systems (1.5 points)

1. Which of the following classification systems in NOT used in the University Libraries?

   a. Superintendent of Documents (SuDocs)
   b. Dewey Decimal Classification System
   c. National Library of Medicine Classification System
   d. Library of Congress Classification System

2. Which of the following is the principle underlying the Superintendent of Documents Classification System?

   a. documents produced during the years of each U.S. Presidency are classified together
   b. documents produced by a particular government agency are classified together
   c. documents ar grouped according to subject matter
   d. documents are arranged by color and size

3. Identify which classification system each of the following numbers represents:

   a) LB1020.43 A34 1986

   b) GV133.I75 K38 1976b

   c) 131.34 F89ib

   d) HE 20.8102.M 42

   e) 618.92 B395d 1962

   f) GA 1.13:HRD-84-47

   g) AI21 W33W39x

   h) 919.31 R251r

   i) Y 4.En 2/3:97-190

   j) ED 1.102:aD 9/2

PART B. Identifying Subject Classes (0.5 points)

4. Using the charts in your course packet, identify the BROAD subject category to which each of the following Dewey Decimal and Library of Congress classification numbers belong.

   a) H61.B4

   b) 230 H66

   c) ML3800.Z813

   d) 590.1 .C135c

   e) RC870.J67

   f) 340.G79

   g) JF11.E47

   h) 893.1 B64b

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PART C. Shelving Arrangements (4 points)

Listed below are two groups of call numbers which are out of order. For each group, fill in the blank spaces on your answer sheets, indicating the correct order in which materials would appear on the shelf.

5. LC Call Numbers

HV 741 .A75	HV 741 .A645
HV 741 .C5345 1981	HV 741 .B79
HV 741 .A645 C3	HV 741 .C5345
HV 741 .A74	HV 741 .C5345 1973

6. Dewey Decimal Call Numbers

351.1 H43	351.761 An8p
351.1 C49	351.761 An8
351.8 N481	351.8 N48

PART D. Location Codes (2 points)

7. Using the Guide to Location Codes located in the manual, identify the location in which items with the following Location Codes would be shelved.

a) LOVE MFILM	f) CYT REF
b) GEOL	g) MUSIC
c) LOVE NEWSPAPER	h) LOVE SPEC
d) BIOL	i) MATH
e) CYT	j) ENGR

PART E. Stacks Directory (2 points)

8. Using the Stacks Directory in the manual, fill in the complete locations(s) in Love library where the following call numbers would be shelved:

a) LB1099 .P98	f) E987 .C56
b) F721 .E34	g) TX140 .B4 F73
c) JF2112 .D43	h) BF371 .C77
d) PS3569 .S34	i) N560 .A42
e) QA76.6 .D844	j) U11 .P83 1991

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ASSIGNMENT #2

Name _____

Section _____ Score _____

1. _____ 2. _____

3.a _____
b _____
c _____
d _____
e _____
f _____
g _____
h _____
i _____
j _____

4.a _____
b _____
c _____
d _____
e _____
f _____
g _____
h _____

5.a _____
b _____
c _____
d _____
e _____
f _____
g _____
h _____

6.a _____
b _____
c _____
d _____
e _____
f _____

7.a _____
b _____
c _____
d _____
e _____
f _____
g _____
h _____
i _____
j _____

8.a _____
b _____
c _____
d _____
e _____
f _____
g _____
h _____
i _____
j _____

ASSIGNMENT #2

Name_____

Section_____ Score_____

1._____ 2._____

3.a_____
b_____
c_____
d_____
e_____
f_____
g_____
h_____
i_____
j_____

4.a_____
b_____
c_____
d_____
e_____
f_____
g_____
h_____

5.a_____
b_____
c_____
d_____
e_____
f_____
g_____
h_____

6.a_____
b_____
c_____
d_____
e_____
f_____

7.a_____
b_____
c_____
d_____
e_____
f_____
g_____
h_____
i_____
j_____

8.a_____
b_____
c_____
d_____
e_____
f_____
g_____
h_____
i_____
j_____

Chapter Four

IRIS: Expanded Academic Index

IRIS: Access to the Internet

IRIS: Library Information & Suggestions

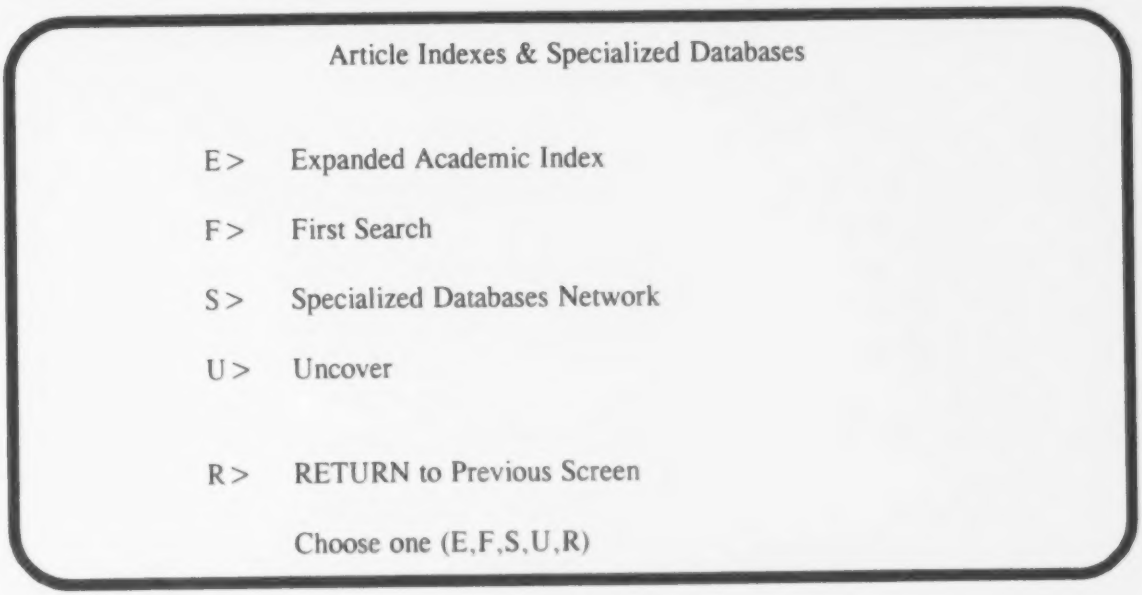
Chapter Four - IRIS: Expanded Academic Index
IRIS: Access to the Internet
IRIS: Library Information & Suggestions

EXPANDED ACADEMIC INDEX & COMPANY PROFILES ON IRIS

Expanded Academic Index & Company Profiles provides references or citations to articles from major U.S. newspapers, many popular magazines, and some scholarly journals on a broad range of contemporary topics. It also includes extensive business-related information. A citation for an article generally includes the following information; the author(s), the name of the article, the title of the newspaper, magazine or journal in which it appears, the publication date, volume number and page(s) on which the article appears. Citations in *Expanded Academic Index & Company Profiles* generally range from 1989 to the present and often include a brief summary of the article.

Expanded Academic Index & Company Profiles is "linked" to the UNL Libraries Catalog, which means that, if we own the source in the UNL Libraries, the call number and location code will appear on the screen along with the record.

To search *Expanded Academic Index & Company Profiles* from the **MAIN Menu** press "**A**" for **Article Indexes & Specialized Databases**. A screen similar to this should appear:



Press "**E**" for **Expanded Academic Index & Company Profiles**. A screen similar to this should appear:

```
                              Welcome to EAI          Expanded Academic Index
You may search for materials in the Expanded Academic Index by

        S   >   SUBJECT and Company Names
        K   >   KEYwords (in Title and Subject)

        A   >   Article AUTHOR
        T   >   Article TITLE
        J   >   JOURNAL Title
        O   >   OFFICERS and Executives
        I   >   SIC Code
        M   >   MSA
        N   >   ISSN

        R   >   RETURN to the library catalog
                  Choose one (S,K,A,T,J,O,I,M,N,R)
```

Subject and keyword searches are most often used and are therefore listed first. Press "**S**" to search by **subject** descriptor or "**K**" to search by **keyword**. A keyword search will match words found in the title, subject descriptors, and summary notes and generally retrieves more information than a subject search.

Keyword is also a good search to try if you have trouble finding information doing a subject search.

EXAMPLE: The following shows a sample **KEYword** search for a person -- Denise Chavez.

Screen 1 - The name is typed in after the WORD prompt at the top of the screen:

WORD: Denise Chavez — Expanded Academic Index

Type in words from the title

for example	----->	Asthma & hay fever
or just	----->	Hay fever
or	----->	sneezing

.... then press the RETURN key

Screen 2 - When Return is pressed, a list of entries about this person appear. This is a brief entry screen. Each line gives the name of an article, the title of the source (newspaper, magazine or journal in which the article appears), and the date of publication.

The screen looks similar to this:

You searched for the WORD: denise chavez — Expanded Academic Index

6 entries found, entries 1-6	APPEARS IN	DATE	CORP NAME
1	Face of an Angel. (bo	Newsweek	Oct 94
2	Face of an Anel. (bo	The New York Times Book R	Sept 94
3	Denise Chavez: 'It's	Publishers Weekly	Aug 94
4	Face of an Anel. (bo	Library Journal	Aug 94
5	The Last of the Menu	School Library Journal	Dec 92
6	The Last of the Menu	Feminist Studies	Mar 91

Screen 3 - In this example, pressing 6 displays the following citation:

You searched for the WORD: denise chavez — Expanded Academic Index

AUTHOR	Gagnier, Regenia.
TITLE	The Last of the Menu Girls. (book reviews) reviewed by Regenia Gagnier.
APPEARS IN	Feminist Studies 1991, v17, n1, Spring, p135(14)
NOTE	Article type: review. Review grade: A.
SUBJECT	Chavez, Denise. Books --Reviews.

Library holdings of Feminist Studies

1 > LOVE Per HQ1101 F442x

LIB HAS: Complete; v.3(1975-76)-19(1993)- and Current Issues

This is the complete index citation for the article.

- Regenia Gagnier is the AUTHOR of the article.
- The next line gives the TITLE of the article.
- The APPEARS IN line gives the name of the source and the exact issue in which the article was published, including the volume, date and page number. The information in this line is necessary in order to locate this article.
- The NOTE tells what kind of an article it is.
- The SUBJECT can also be very helpful. To find more information about this topic, you may choose one of the subject terms and then do a subject search to locate additional information on the subject.

- The box at the bottom of the screen indicates that the UNL Library owns this particular journal. It gives the location, call number of the journal and the years that the Library owns *the journal. In this example*, LOVE Per indicates that the journal is located in Love Library. The call number is also given.

- LIB HAS: Complete; v.3(1975-76)-19(1993)- and Current Issues means the Library owns all issues of the journal beginning with volume 3, published in 1975-76 through volume 19 published in 1993. These are bound issues and are shelved in the stacks under their call number. The library also owns the current issues and they should be in the Current Periodicals Room.

If there is no box at the bottom of the screen, it is likely that the UNL Libraries does not own the item. To make sure, double check in the UNL Libraries Catalog by searching for the title of the journal, magazine or newspaper, or ask at the Reference/Information Desk. Also, to find out whether a particular issue of a journal is checked out or available, check the UNL Libraries Catalog.

There are two **essential** pieces of information from this screen that you need to to locate the article in the Library.

- The information in the APPEARS IN line gives you the name of the source, the exact issue and page number.

- The holdings box at the bottom of the screen indicates which library on campus owns the piece, gives the call number and the dates that the library owns.

You will need **both** pieces of information in order to locate the article.

If you have questions about interpreting the information on this screen or locating an item, ask at the Reference/Information Desk. The librarians are there to help answer questions and guide you in locating the materials you need.

ACCESS TO THE INTERNET ON IRIS

The Internet is an ever-expanding worldwide network of computer networks that permits communication to take place from one computer system to another, no matter how distant, almost instantaneously. The **Access to Internet** component of IRIS continues to evolve at a rapid rate. One of its most successful features is the Internet Resources Gopher. The UNL Internet Resources Gopher provides direct electronic access to databases and fulltext information sources that are housed and maintained at hundreds of different institutions throughout the United States and the world. The gopher program arranges the information sources on content menus and initiates the Internet connections for whichever selection is chosen.

The **Access to Internet** component of IRIS also provides access to other Internet services; there is a separate menu that provides connections to library catalogs throughout the state of Nebraska, and there is also a menu option that provides access to current Federal Government Information (such as House and Senate Bills and the Congressional Record) via the WAIS program. The Internet component of IRIS will no doubt be expanding as new services become available. Don't hesitate to ask at the Reference Desk if you would like an introduction to any of these new services.

Activity 1: Accessing the Internet

Step 1 - Go to an IRIS terminal. Press "**M**" for **Return to MAIN Menu**. Press "**A**" for **Access to Internet**. The following sub-menu will appear:

UNL Libraries & Schmid Library

Access to Internet

I > Internet Resources

N > Nebraska Library Catalogs

M > Return to MAIN Menu

Choose one (G,N,M)

Step 2 - Press "**R**" for **Internet Resources**. The next screen will look like this:

```
                    Connect to

          1   >   Internet GOPHER
          2   >   GPO via WAIS
          R   >   RETURN to previous screen
                          Choose one (1,2,R)
```

Step 3 - Press "**1**" to connect to **GOPHER**. The introductory screen will look something like this:

```
                Internet Gopher Information Client v2.0.14

                        Root gopher server: libfind

 -->  1.    ABOUT the University of Nebraska-Lincoln Libraries Gopher
      2.    HOW TO Search this Gopher
      3.        Search the CONTENTS NOTES <?>
      4.        Search the MENU HEADINGS <?>
      5.        Catalog of ENTRIES in this Gopher/
      6.    INTERNET RESOURCES
      7.        By Subject/
      8.        Alphabetical List/
      9.        General Reference & News You Can Use/
     10.        Library Catalogs/
     11.    INTERNET TOOLS
     12.        FTP, Wais, & Gopher/
     13.        Electronic Phonebooks/
     14.        Archie/
     15.    NU FRONTIER (CWIS)
     16.        What's NEW in this Gopher (date)/


Press ? for Help, q to Quit, u to go up a menu                Page:  1/1
```

Each of the sixteen numbered lines is a separate entry on the main menu. The first thing to note is the punctuation at the end of each line. If there is no punctuation, as in lines 1 and 2, then the menu choice leads to a simple text file. If there is a / at the end of the line, then the menu choice leads to another menu. If there is a ? then the menu choice leads to a searchable datafile. The second thing to note are some basic gopher commands.

Basic Gopher Commands

- To **select a menu choice**, you may **key the number** preceding that choice, then **press Return or Enter**. Or, you may position the cursor (using the up and down arrow keys) opposite the selection desired, and then press Return or Enter.
- To **return to a previous menu**, key the letter **u**.
- To **move from one screen to the next within a multiscreen document**, press the **space bar**.
- To **return to the previous screen in a multiscreen document**, key the letter **b**. To **see a full listing of menu commands,** key the symbol **?**
- To **quit from the Gopher**, key the letter **q**.

Now we are ready to use the gopher program to access some information.

Activity 2: The Lincoln Weather Forecast

Step 1 - From the main menu (called the Root Gopher Server), select **General Reference & News You Can Use.** You will now see a new menu of General Reference Sources listed in alphabetical order, including "Amtrak Train Schedules" and "Currency Exchange Rates."

Step 2 - Press the **space bar** to proceed to the next page, then select **Weather Information from IANR**. It may take some time (perhaps a full minute) for the connection to be made.

Step 3 - When the Weather Information from IANR menu appears, select **Nebraska Weather Information/**

Step 4 - At the Nebraska Weather Information menu, select **Metro Area Zone Fcst (Lincoln Muni)**. You can now read the local forecast.

Activity 3: Searching Roget's Thesaurus

Step 1 - From the Metro Area Zone Fcst (Lincoln Muni) screen, retrace your path back up the menu sequences by activating the up command **u** until you reach the General Reference & News You Can Use menu.

Step 2 - Now select **Search Roget's Thesaurus**.

Step 3 - When the **Words to search for** box appears, type in the word **peace** and then hit Enter or Return. You will now have at least 21 entries to select and read. Remember that the space bar brings you to the next page of a multipage display and that keying the letter b will bring you back to the preceding page.

Activity 4: Searching the University of Nebraska at Omaha's Library Catalog

Step 1 - If you are still in the Internet Resources Gopher, key the letter **q** to quit the Gopher program. You should now be back at the UNL Libraries Catalog menu.

Step 2 - Key the letter **m** to return to the IRIS main menu.

Step 3 - Key the letter **a** to access the Internet again.

Step 4 - Key the letter **n** to access Nebraska Library Catalogs.

Step 5 - Now select the entry for **GENISYS**

Step 6 - At the **login:** type the word **genisys** and then press Return or Enter.

You should now be connected to the host computer at UNO and viewing a **Welcome to Genisys** screen. While this catalog is not identical to that at UNL, it is similar enough for you to discover if that library owns any books by Newt Gingrich. How many?

Step 7 - When you are done searching the University of Nebraska at Omaha Library Catalog, be sure to return to the catalog's main menu and to key in the letter **d** to disconnect.

You should now be back at the UNL Libraries Catalog.

LIBRARY INFORMATION & SUGGESTIONS ON IRIS

This option provides the opportunity for you to view information about the UNL Libraries, services and locations. Much of the information found in the Libraries handouts can also be found here. This option also provides the opportunity for you to give input, or suggestions, regarding the UNL Libraries. You can even suggest items you would like for the libraries to add to the collection.

Press "M" for Return to MAIN Menu. Press "L" for Library Information and Suggestions. The introductory screen looks similar to this:

LIBRARY INFORMATION

01 > LOVE & C.Y. THOMPSON HOURS
02 > OTHER BRANCHES - LIBRARY HOURS
03 > BRANCH LIBRARIES ADDRESSES & PHONE NUMBERS
04 > SCHMID LAW LIBRARY INFORMATION
05 > CIRCULATION POLICIES
06 > CIRCULATION SERVICES
07 > GOVERNMENT DOCUMENTS
08 > SUBJECT SPECIALISTS - HUMANITIES and SOCIAL SCIENCES
09 > SUBJECT SPECIALISTS - SCIENCES and LAW LIBRARY
10 > MICROFORM & PHOTOCOPY SERVICES
11 > INTERLIBRARY LOAN
12 > LOCATION CODES
13 > LOVE LIBRARY STACKS DIRECTORY (LIBRARY OF CONGRESS CALL NUMBERS)
14 > LOVE LIBRARY STACKS DIRECTORY (OTHER CALL NUMBERS)
15 > IRIS USE HINTS

Key a number or
S > SUGGESTIONS
P > PRINT
N > New Search
Choose one (1-15,S,P,N)

Look at one of the information options by pressing the number to the left of the desired option. Select the option Circulation Policies. A screen similar to the following will appear:

LIBRARY INFORMATION
CIRCULATION POLICIES

LIBRARY CARDS: The UNL Libraries serve the UNL community, Nebraska residents (18 years or older), students, staff, and faculty of institutions with reciprocal borrowing privileges and members of UNL Alumni Association. An UNL Universal ID or an IRIS card is required to borrow materials. Library cards are issued at Love, C.Y. Thompson, Engineering and Law Libraries.
CHANGE OF ADDRESS: Please alert Circulation staff of address change.
CIRCULATION: BOOKS are generally loaned for 28 days. BOUND JOURNALS for 3 days. UNL Faculty may borrow BOOKS for 140 days. Other items that may circulate include Government Documents, Maps, Microforms & Readers, and Thesis. Circulation policies vary by location and type of material.
OVERDUE FINES are: $ .10 per DAY per item, for most items
$1.00 per DAY per item, for Bound Journals.
Reserve fines vary with the circulation policy.
Accumulation of $10.00 or more in fines CANCELS borrowing privileges and may result in a registration hold. (See Info. Screen 6 for more policies.)

P > PRINT
R > RETURN to previous screen
Choose one (P,R)

Select the option for Love Library Stacks Directory. A screen similar to the following will appear:

LIBRARY INFORMATION
LOVE LIBRARY STACKS DIRECTORY (LIBRARY OF CONGRESS CALL NUMBERS)

Call No. Range	Love Library Location
A - BX	Love South, East Basement Stacks
C - F	Love North, 2nd Floor
G - LT	Love North, 1st Floor
N - PZ4	Love North, Basement
PZ5 - PZ90	Love North, 1st Floor (Curriculum Section)
Q - QC	Love South, Level 1
QD - QR	Love South, Level 2
R - RJ500	Love South, Level 3
RJ501 - TX	Love South, Level 4
Td, Tm	Love North, 1st Floor
U - VM	Love North, 1st Floor
Z	Love South, Level 4

Folio size material (small f) and oversize material (small x) are generally shelved in an area immediately following the call number range in which they fall.

At the bottom of the introductory screen are three additional options, S (SUGGESTIONS), P (PRINT), and N (New Search).

If "S" is pressed, this screen appears:

LIBRARY INFORMATION

Please type in your suggestion. Suggestions may be up to 6 lines long. Press <RETURN> at the beginning of a line when you are finished

1 >

REMEMBER if you wish to receive a response regarding your suggestion, you will need to include your name and address.

SUMMARY

IRIS contains a number of information systems besides the UNL Libraries Catalog.

The Expanded Academic Index offers comprehensive indexing from 1989 to the present (and selective indexing from 1980 to 1988) to over 1,500 scholarly and general interest periodicals. The journal articles listed in the Expanded Academic Index are linked to the UNL Libraries Catalog to indicate their location and call number.

The Access to Internet component of IRIS provides direct electronic access to library catalogs, information databases, and fulltext documents that are housed and maintained at many different institutions around the world.

The Library Information & Suggestions component of IRIS, provides screens of information regarding the UNL Libraries collections, services, and locations, as well as a mechanism for you to give input regarding library holdings or services.

Chapter Five

Specialized Databases Network: An Overview

Chapter Five - Specialized Databases Network: An Overview

The Specialized Databases Network (SDN) is a computer network that provides access to a variety of detailed indexes of journal articles, book chapters, and microform materials. Each index (referred to as a "database" because it is in electronic form), covers a different academic discipline. The amount and depth of information provided by these databases is much greater than that provided by the Expanded Academic Index, introduced in Chapter 4. Anytime that you require in-depth information on a topic, you may wish to see if there is a Database on the SDN that covers the topic you are investigating.

The Specialized Databases Network (SDN) is accessible through dedicated SDN workstations in the Reference area in Love Library, as well as several of the branch libraries: Architecture, Biological Sciences, C. Y. Thompson, Engineering, and Music. It is also possible to connect to the SDN through IRIS, but this special technique will not be covered in this course. If you ever find you need to use this option, ask for assistance at a reference/information desk.

In Love Library, assistance with the SDN is available at the Reference/Information desk, and at an Electronic Resources Helpdesk, located near the SDN workstations. The specialized databases available on the SDN are not the only specialized databases available in the University Libraries. Others are available on workstations in Love, and some of the branch libraries. If you do not find a database suitable to your topic on the SDN, be sure to ask whether one is available by other means.

ACCESSING DATABASES ON THE SDN

Below is a reproduction of the opening menu for the SDN. Although the database selection you see at any point in time may be slightly different, most of the databases listed here will likely appear on the menu.

WELCOME TO SPECIALIZED DATABASES NETWORK(SDN)

Good Afternoon...Please Enter Your Selection

A) AGRICOLA	J) MLA
B) ART INDEX	K) NEWSBANK SERVICE PLUS
C) BIOLOGICAL ABSTRACTS	L) NU ON-RAMP (NEIP)
D) BIOLOGICAL & AGRI INDEX	M) PSYCLIT
E) BUSINESS PER. INDEX	N) SEC ONLINE
F) ERIC	O) SOCIOFILE
G) GOVERNMENT DOCUMENTS	P) SOCIAL SCIENCE INDEX
H) MATH SCI	Q) LIBRARY STAFF ONLY
I) MEDLINE EXPRESS	

Each menu choice provides access to a particular database. Menu selection may be made either by typing the letter of the database you wish to search, or using the arrow keys to highlight the name of the database you wish to search, and pressing the "Enter" or "Return" key on the keyboard. The following chart lists each database together with the broad subject areas covered by each.

Databases on the Specialized Databases Network (SDN)

Agricola -	Agriculture, veterinary medicine, animal science, plant science
Art Index -	visual arts, dance, art history, artists
Biological Abstracts -	Biological sciences, animal sciences
Biological & Agricultural Index -	Biology, agriculture, ecology, environmental studies
Business Periodicals Index -	business, management, marketing, advertising, accounting, finance
ERIC -	education, educational psychology, children's literature, librarianship
Government Documents -	documents published by the United States federal government
Math/Sci -	mathematics....
Medline Express -	medicine, nursing, psychiatry, neurology
MLA (Modern Languages Association bibliography) -	literature, literary analysis and criticism, authors
Newsbank -	selected articles from more than 500 newspapers published in the United States.
NU Onramp -	Nebraska business statistics

PsycLit -	psychology
SEC Online -	Company information, 10K reports, annual reports
Sociofile -	sociology, social policy
Social Sciences Index -	social sciences: sociology, social work, geography, economics, criminal justice

SEARCHING AN SDN DATABASE

Once you select a database from the SDN menu, you will need to follow the commands on the screen. For additional assistance, refer to the printed guides available at most sites for the particular database you will be searching. The examples and activities in this chapter will employ the ERIC database, but the concepts you learn will be applicable to any database on the SDN network, even though the software may differ.

Activity #1 - Conducting a basic search in ERIC

Step 1 - Go to an SDN terminal and select the ERIC database from the opening menu. (If the menu is not displayed when you approach the workstation, press escape (Esc) and see if you can follow the commands on the screen to get back to the "Welcome" menu. If you need help, ask for assistance. After selecting ERIC from the opening menu, a screen similar to the following will appear:

SilverPlatter 3.11 F10=Commands F1=Help

Database Selection Screen

1. Use the up and down arrow keys to move the cursor to the database you want to search.
2. Press [Spacebar] to select the database or databases you want.
3. Press [Enter] to load the database or databases you have chosen.

E:ERIC 1992-12/94	Educational Resources Info Ctr
F:ERIC 1982-1991	Educational Resources Info Ctr
G:ERIC 1966 - 1981	Educational Resources Info Ctr

Notice that because the ERIC database is so large, covering materials published from 1966 to the present, the database has been divided into smaller sections. You may either search these smaller databases separately, one at a time, or together as a whole.

Step 2 - Follow the directions outlined on the Database Selection Screen (above) to select the database covering the most recent dates.

A screen similar to the following will appear:

SilverPlatter 3.11 ERIC 1992-12/94 F10=Command F1=Help

The ERIC Database

The ERIC (Educational Resources Information Center) database consists of the Resources in Education (RIE) file of document citations and the Current Index to Journals in Education (CIJE) file of journal article citations from over 750 professional journals. In addition, ERIC now contains over 850 ERIC Digest records that feature the full text of the original document. Sponsored by the U.S. Department of Education, ERIC is a network of 16 Clearinghouses, each specializing in a separate subject area.

To learn more about the database	press F3
To learn more about the retrieval system	press F1
To use the THESAURUS	press F9
To search ERIC - type a word or phrase [then]	press ENTER

FIND:

Type a search then press Enter. Use the INDEX (F5) to pick terms.

Step 3 - Read the screen. Notice that there are help files available (F1 & F3) for those unfamiliar with the database. You may wish to explore some of these on your own. Other databases on the SDN also are equipped with help files. Once you have become familiar with how to search the ERIC database, it will be easier for you to explore other SDN databases on your own.

At the bottom of the screen, you will see a "FIND:" prompt. Anytime this prompt is displayed, you may type a word or combination of words to describe your topic. The words you type will be searched in the ERIC database, after you type them and press "Enter" or "Return". Wherever you are in the database, if you wish to return to this search screen, simply press F2. The FIND: prompt will appear, and you may enter additional terms to be searched.

Step 4 - At the FIND: prompt, type the word **socialization**, then press enter.

As the search proceeds, you will see a line at the bottom left portion of the screen indicating how much of the search has been completed. When the search is finished, a screen similar to the following will appear:

```
SilverPlatter 3.11          ERIC 1992-12/94          F10=Commands F1=Help

No.    Records      Request

#1:    868          Socialization


FIND:

Type search then Enter.  To see records use Show (F4).  To Print use (F6)
```

Each time the database searches a term or combination of terms in the database, a set number is assigned to the results. This number is listed in the far right-hand column of the screen (#1) and followed by a colon (:).

The second column indicates how many entries in the database include the term or combination of terms that was searched. In the example above, 868 entries were found that include the term "socialization."

The "Request" column on the search results screen lists the word or words which produced the search results.

Notice that the "FIND:" prompt is still displayed at the bottom of the screen. This is an indication that the system is ready for you to submit another search request, or to select a new function.

SEARCHING WORD PHRASES

If you enter two or more words side-by-side at the FIND prompt, the system will find every entry in the database where the words you typed occur side-by-side. The following example illustrates this point:

Step 5 - At the FIND: prompt, type the words "young children," and press "enter" or "return."

As you observe, the system will first search and report the occurrences of the term "young" in the database. Then it will search for, and report the occurrences of the term "children." Finally, it will determine how many entries contain these words side-by-side. When the search is complete, your screen will look similar to the following:

SilverPlatter 3.11 ERIC 1992-12/94 F10=Commands F1=Help

No.	Records	Request
#1:	868	SOCIALIZATION
#2:	5048	YOUNG
#3:	14250	CHILDREN
#4:	2286	YOUNG CHILDREN

FIND:

Type search then Enter. To see records use Show (F4). To Print use (F6).

The next activity will utilize the results of these two basic searches from Activity 1, to illustrate how you can combine terms to make a search more specific.

REFINING SEARCH RESULTS

While it may sometimes be possible to find what you need using just a single search term, or a word phrase, most of the time you will find it useful to combine search terms and word phrases to make your search more specific to your particular interest.

In the example above, 868 entries were found that include the term "socialization" (remember, your results may be slightly different, since the database is constantly growing), and 2286 were found containing the phrase "young children." But, what if you were interested in studying the process of socialization in young children, then you would want to know which of the entries containing the term "socialization" also contain the phrase "young children."

One way of finding these entries would be to look through all 868 entries on "socialization" to find those also containing the phrase "young children". But this would be a very time-consuming, and tedious task.

A better approach would be to use the power of the computer to do this searching for you. The following activity will show you how to combine the results of your search on "socialization" with the results of your search on "young children" so that only those entries containing both search phrases are retained.

Activity 2 - Using Boolean Operators: AND, OR, & NOT

Step 1 - With the results of Activity 1 still on your screen, type the following at the FIND prompt: **#1 and #4**

Or, if you no longer have the results of Activity #1 on your screen, type the following at the FIND prompt: **socialization and young children**

Then press Enter or Return.

Both search statements will produce the same results. Notice that the set numbers (#1, #4) may be used to combine terms that have already been searched. When this technique is used, the number symbol (#) must be typed along with the set number(s) you want to combine.

As you watch, the system will determine which entries included in Set #1 on "socialization" are also present in Set #4 on "young children." The results of your search will display on your screen. Your results should look similar to the following:

SilverPlatter 3.11 ERIC 1992-12/94 F10=Commands F1=Help

No.	Records	Request
#1:	868	SOCIALIZATION
#2:	5048	YOUNG
#3:	14250	CHILDREN
#4:	2286	YOUNG CHILDREN
#5:	65	#1 and #4

FIND:

Type search then Enter. To see records use Show (F4). To Print use (F6).

Notice that the term "and" was not searched in the database. Rather, the term "and" is interpreted by the system as an "operator." An operator is a term that acts like a command, and tells the computer what to do with the terms or set numbers that are entered on either side of it.

Operators are important because they allow you to combine terms in more intricate ways, and thereby search for complex topics in a database. Without the operator "and," you would have to look through all 868 entries on "socialization" to find the 65 that also include the phrase "young children." Using the operator "and," you can instruct the computer to do that searching for you. The function of the "and" operator can be illustrated graphically as the overlapping segments of two or more sets (i.e. the shaded portion in the figure below).

socialization and young children

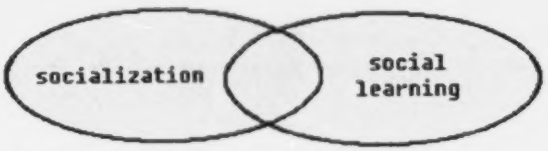
The operator "**and**" is the most common operator used in computer searching. It is one of three "boolean" operators that you should become familiar with. The other two boolean operators are "**or**" and "**not.**" These are called boolean operators because they were devised by the mathematician George Boole (1815-1864) as a means of describing the ways in which sets can logically be combined.

As you have seen, the boolean operator "and" restricts search results to entries that are present in both (or all) sets that are being combined. Thus the "and" operator tells the system to look for entries that are in every one of the sets being combined, and discard those entries that are in only some of the sets. In computer searching, "and" is used to join together different concepts, both or all of which you want represented in your search results. Using "and" is a way of excluding entries which lack one or more of the concepts pertinent to your topic.

The operator "or", on the other hand, is an inclusive operator. It is used to join two or more sets such that all entries become part of one larger set, without any entries being excluded. In computer searching, "or" is used to join entries that use different terms to refer to the same basic concept (i.e. "or" is used to join synonyms). Thus the "or" operator should be used to join terms that could be used interchangeably to describe some aspect of your search topic.

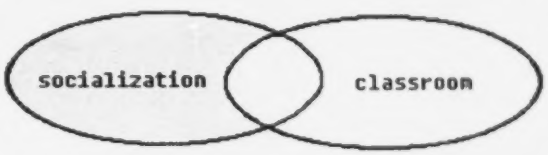
In the example above, we might have used "or" to join the term "socialization" to the phrase "social learning," by typing the following at the FIND prompt: "socialization or social learning." This would have enlarged the scope of set #1 before it was combined with the phrase

"young children", and might have resulted in a larger final set of document entries. The result produced using the "or" operator is illustrated by the shaded portion of the following graphic:



socialization or social learning

The "not" operator can be used to exclude any entries in which a particular term or terms appears. This operator must be used with caution, so that you do not accidentally exclude entries which might actually contain information useful to your topic. An example of how you might use the "not" operator is if you decided to focus upon how the process of socialization takes place outside the classroom. To execute this search, you would type "socialization not classroom" at the FIND prompt. The entries retrieved by this search would discuss socialization in contexts other than the classroom setting. The shaded portion of the graph below illustrates the portion of entries on socialization that would be retrieved by this search. Notice that it is a subset of the larger set which includes all entries on socialization.



socialization not classroom

VIEWING SEARCH RESULTS

At any point in searching ERIC (after entering your first search term), you may view the contents of a search by pressing the F4 key. This key will display on the screen the entries retrieved by the last search set listed on the search results screen. Thus if the last search you entered was for "socialization and young children", pressing F4 would display the first in the list of entries identified by this search. Below is an example of what this display will look like:

AN: EJ492845
CHN: EA529936
AU: Bowman,-Barbara-T.
TI: The Challenge of Diversity.
PY: 1994
JN: Phi-Delta-Kappan; v76 n3 p218-24 Nov 1994
SN: ISSN-0031-7217
AV: UMI
DT: Reports - Evaluative (142)
LA: English
DE: Affective-Behavior; Cognitive-Style; Primary-Education; Young-Children
DE: *Classroom-Environment; *Cultural-Pluralism; *High-Risk-Students; *Minority-Groups; *Socialization-; *Teacher-Responsibility
IS: CIJMAR95
AB: Rules of development are the same for all children, but social contexts shape children's development into different configurations. To educate culturally and linguistically diverse children, teachers must be sensitive to the similarities and differences among themselves, their students, and students' families. They must create a classroom environment that uses all participants' past experiences to build a social system together. (18 references) (MLH)
CH: EA
FI: EJ
DTN: 142; 080

Activity 3 - Showing Search Results

Step 1 - If you still have the results of your previous Activities on the screen, proceed with Step 2. If you do not have the results of your previous searches on the screen, get into the ERIC database and type the following at the FIND prompt, and press enter or return: "socialization and young children".

Step 2 - Press the F4 key (In case you forget this command, a note at the bottom of the screen prompts you: "To Show press F4"). When you press F4, the first entry in the last set you searched will be displayed on the screen.

Step 3 - To view the remainder of the entries in this set, press the page down (PgDn) key on the number pad of your keyboard. The entries identified by your search will be displayed, one after the other, as you scroll through the set. The first line of each entry is denoted by a number in the upper right-hand corner. Another number

appears on the next line at the left of the screen. This six-digit number will be preceded by the initials "EJ" or "ED".

Entries with EJ numbers describe journal articles published on the topic you searched. Entries for the most recently published articles will generally display first, with older articles following. Entries with accession numbers preceded by the letters "ED" describe documents distributed in microfiche by the Educational Res... Information Centers (ERIC). These microfiche publications are generally referred to as "ERIC documents", and these entries also display in reverse chronological order.

The text of each "EJ" or "ED" entry is organized in roughly the same way, and labeled to make it easier for you to interpret. Each labeled element of the entry is called a "field". Notice, in particular, the following abbreviated field labels located at the left of the screen [text in brackets beside each label tells what information appears in that field]:

AN: [accession number described above - begins with either "EJ" or "ED"]
AU: [author of journal article or ERIC document]
TI: [title of journal article or ERIC document]
PY: [year in which article or ERIC document was published]
JN: [title, volume, issue and page of journal in which article was published]
LA: [language in which article or ERIC document is written]
DE: [description terms assigned to describe article/document content]
AB: [abstract (i.e. description) of article/document content]

There are other fields in the entries, but these are the ones you will refer to most frequently.

USING THE MENU BAR

As you page down through the entries on the screen, notice the line at the bottom of the screen labeled "MENU:" The highlight bar will initially be on option labeled "Mark". You may move the highlight bar to other options on that menu by pressing the "Tab" key, located in the upper left area of your keyboard.

Activity 4 - Marking Entries

Step 1 - With the highlight bar on the "Mark" option, press enter or return. Notice, as you do, that a column of asterisks (*) appear to the left of the entry currently displayed on your screen. The asterisks are an indication that the entry currently displayed has been marked. (If portions of more than one entry are displayed on the screen, only the entry in which the cursor is located will be marked. Use the arrow keys to move

the cursor to the desired location before pressing "enter" or "return".) Marked articles may be printed at any point in your search session.

Step 2 - Look again at the Menu bar at the bottom of the screen. Notice that the "Mark" option has changed into an "Unmark" option. If you press enter again, while still looking at the marked entry, the asterisks will be removed, thus unmarking the entry. You may use this option if you change your mind after marking an entry you initially wanted to print.

Step 3 - Use the page down key, and the "mark" option, to mark 2 or 3 entries in your search set.

Activity 5 - Printing Marked Entries

In Activity 4, you were asked to mark several entries in your search results. Now you will learn how to print these marked entries.

Step 1 - Use the "Tab" key to move the highlight bar at the bottom of the screen to the "Print" option, then press "enter" or "return" (or press the highlighted letter (P) of the Print command).

A large box, called a dialog box will appear in the center of your screen; it will look similar to the figure below:

```
Fields to Print:            CITN
Records to Print:           MARKED
Field Labels:               (Short) Long None
Print Searches:             Yes (No)
Clear Marked Set:           (Yes) No
Sort By Field:              (No) Ascending Descending
Field to Sort:              AU
Include Holdings Message:   Yes (No)
Print Held Titles Only:     Yes (No)
Print Limit:                100

MENU:  Start Print   Change Options
```

This screen indicates what will be printed when you press enter or return to initiate the print command. The first two lines indicate that, unless you change the settings, only the citation (Fields to Print: CITN) for each article that you marked (Records to Print: MARKED) will be printed. This means that only the fields you need to find an article or document will be printed, not the description of the articles (abstract), the descriptor terms, or other supplementary information. This is often sufficient, if all you need is something to assist you in finding the materials in the library. If that is the case, you need only press enter or return at this point to initiate the print.

The following steps will show you how to make changes to the Print Options box, in case you ever need to print more than the default settings provided.

Step 2 - Press the "Tab" key to move the highlight bar over to "Change Options" on the MENU bar at the bottom of the screen, then press "enter" or "return". (Or type the highlighted letter (C) on the menu option "Change Options".

Step 3 - A cursor will now appear on the first line of the Print Options Box. Type "all" on the first line. To make additional changes in the dialog box, use the arrow key to move the cursor to the appropriate line, either typing in a different setting, or selecting the highlighted letter of the desired choice. (See Tips section, below for other suggested changes you may want to make in the dialog box.)

Step 4 - Press "enter" or "print" to accept the changes.

Step 5 - Press "enter" or "print" to initiate the print.

USING SEARCH RESULTS TO LOCATE ARTICLES AND ERIC DOCUMENTS

Since most of the databases on the Specialized Databases Network describe articles and other documents, without providing the full texts of these documents themselves, it is important that you learn how to use the results of an SDN search to find the documents described in your search.

Most of the databases on the Specialized Databases Network are designed to tell you what has been published on a particular topic, regardless of whether the published materials are part of the University Libraries collections or not. The volume of materials published globally in any one discipline typically exceeds the amount of materials the Libraries can purchase. However, in many cases, the Libraries' Interlibrary Loan service can obtain single copies of articles, and borrow books for you to use, even if they are not part of the UNL collection.

Activity 6 - Finding Journal Articles Identified by an ERIC Search

Step 1 - Take the printout that you obtained from Activity 5 in this chapter over to an IRIS terminal or workstation.

Step 2 - Look at one of the entries you printed that begins with an "EJ" accession number. If you do not have one on your printout, use the example below:

AN: EJ488452
CHN: PS522186
AU: Schickedanz,-Judith-A.
TI: Helping Children Develop Self-Control.
PY: 1994
JN: Childhood Education; v70 n5 p274-78 1994
SN: ISSN-0009-4056
AV: UMI
NT: Annual Theme Issue: Creating Safer Environments for Children in the School, and Community.
DT: Opinion Papers (120)
LA: English
DE: Behavioral-Science-Research; Early-Childhood-Education; Educational-Strategies; Ethical-Instruction; Ethics-; Piagetian-Theory; Self-Control
DE: *Child-Behavior; *Cognitive-Development; *Moral-Development; *Parent-Child-Relationship; *Teacher-Role; *Young-Children
IS: CIJDEC94
AB: Examines the impact of Jean Piaget's cognitive-developmental theories on educators' views of child socialization, which argued that moral development occurred late in childhood. Notes that recent research indicates that moral and emotional development occur much earlier and that teachers and parents can have a significant influence on young children's moral development. (MDM)
CH: PS
FI: EJ
DTN: 120, 080

Step 3 - Select the title search option (T) from the Libraries Catalog Menu.

Step 4 - Type the title of the journal that appears in the JN: field of the entry you have selected from your ERIC printout. In the sample entry reproduced above, the journal title is "Childhood Education." Press enter or return.

Step 5 - Look at the results of your search. If the journal title you searched was not found in the Libraries Catalog, you would need to obtain the article from Interlibrary Loan. To complete this exercise, try your search again using the example given above.

Step 6 - Write down the call number and location for the journal in which the article appeared.

Step 7 - Refer to the Location Codes and/or Love Stacks Directory to determine where in the Libraries this journal would be shelved. This is where your would go to find the volume and issue indicated on your ERIC printout. For purposes of this Activity, however, it is not necessary for you to find the journal on the shelf, just make a note where it would be located.

Note that your ERIC printout, and the example above, contain detailed information about the volume, issue and page number to which you would need to turn in order to find the article cited in your search.

Activity 7 - Finding ERIC Documents Identified by an ERIC Search

In addition to providing references to journal articles, the ERIC database also contains references to another type of publication called ERIC Documents. These documents are published on microfiche, and represent a wide selection of educational materials, including research articles, curriculum materials, papers presented at conferences, and research grant reports.

Step 1 - Look at the printout from Activity 5 to see if there are any entries that begin in the upper left with an ED number following the AN: designator. If not, refer to the example below to complete this activity.

AN: ED374395
CHN: CS011824
AU: Maiorana,-Victor-P.
TI: The Analytical Student: A Whole Learning Study Guide for High School and College Students.
CS: ERIC Clearinghouse on Reading, English, and Communication, Bloomington, IN.
SP: Office of Educational Research and Improvement (ED), Washington, DC.
CN: RR93002011
PY: 1995
SN: ISBN-0-927516-59-4
AV: EDINFO Press, Indiana University, P.O. Box 5953, Bloomington, IN 47407 ($19.95).
NT: 259 p.; Published with EDINFO Press.
PR: EDRS Price - MF01/PC11 Plus Postage.
DT: Guides - Classroom - Learner (051)
CP: U.S.; Indiana
TA: Students
LA: English
PG: 259
DE: Career-Guidance; Career-Planning; College-Students; Higher-Education; High-Schools; High-School-Students; Students-Needs
DE: *Class-Activities; *Critical-Thinking; *Learning-Strategies; *Study-Skills; *Thinking-Skills
ID: *Learning-across-the-Curriculum
IS: RIEFEB95
AB: Designed to provide students with an applied, portable, and transferable framework for integrating academic and career/occupational studies, this books uses a "whole learning" perspective to teach students to think, read, write, listen, speak, and problem-solve within the context to their academic and career subject matter. The book helps students make lasting connections among the worlds of knowledge, working, living, and achieving--providing students with learner-centered, lifelong intellectual and practical thinking and communication abilities. The book is divided into five parts: (1) How to Think Analytically; (2) How to Read Analytically; (3) How to Learn Analytically across the Curriculum (includes chapters on humanities, social studies, and sciences); (4) How to Write, Listen, and Speak Analytically; and (5) Managing Your College Career (developing good study habits). Over 125 analytical explorations in the book introduce, explain, and provide practice in whole learning. Appendix A contains templates for analytical displays and narratives; Appendix B discusses whole learning for speakers of English as a Second Language. (NKA)

Step 2 - Go to the Microforms Room on the second floor of Love Library, South (located behind the northwest stairs). Find the filing cabinets in the inner room that are marked for ERIC Documents.

Step 3 - Notice that the documents are arranged in numerical order according to their ED numbers. Each slip of fiche is marked with an ED number in the upper lefthand corner of the fiche. To locate a particular document, you would need to look for the fiche marked with the ED number corresponding to the ED number on your printout.

The UNL collection of ERIC Documents contains almost all ERIC documents listed in the ERIC database, so what you identify through your search, you can expect to find in the collection.

Once selected, the fiche may be read by means of special equipment located in the Microforms Room. Microforms staff can assist you in the use of these readers. If desired, microfiche documents can be copied to paper using the copiers in the Microforms Room, or duplicates of the fiche can be made for use with portable readers that can be checked out from the microforms helpdesk.

Tips for Searching ERIC on the SDN

This chapter has introduced you to the primary functions of the ERIC database accessible through the Specialized Databases Network. There are many other features of this database which have not been covered in depth. Several of these special features are described briefly below.

- At any point in a search, you may press escape (Esc) to display a menu bar at the bottom of the screen that lists every system function, such as "Find," "Show," "Print," etc. These options may be selected by pressing the highlighted letter of each command, or by using the Tab key to highlight an option, then pressing "enter" or "return."

- The "Show" (F4) function will display the last set searched at the "Find" prompt.

- At the "Find" (F2) prompt, you may use the set numbers (e.g. #4, #10) to bring down a previous search set to make it the last set searched.

- In the "Show" function, you may tab over to the "Select Search Term" option on the menu bar, and use the arrow keys to move the cursor on the screen to the position of a word or word(s) you would like to include in a later search. With the "Select Search Term" option highlighted, press enter, to highlight a term or terms anywhere in your search results. You may use this technique to select as many terms as you like within your search results. When you are ready to resume searching, select "Find" (or press F2), and each term you selected will automatically be searched in the database. The sets may then be recombined to produce new, and possibly more relevant, search results. Note: You may alternate between selecting search terms and marking entries in a search set as many times as you like while reviewing results of a search by using the "Tab," or typing the highlighted letter of each function on the menu bar.

- To search for an author's name in ERIC, use the "Index" function, instead of the the "Find" prompt. To activate the "Index" function, simply press F5, or use "Esc" to activate the system menu bar and select "Index" (see Tip 1, above). When activated, the Index function displays the following phase in the lower left hand portion of the screen (where the "Find" prompt normally appears): "INDEX word to look up:" Type in the name of the author you want to search; type the last name first, followed by the first name or initial(s) if known, then press "enter" or "return." This will display all author's names in the database. Use the arrow keys to move the cursor to the name or names you want included in the search (authors sometimes publish under different variations of their names), then press "enter" or "return." When you are finished highlighting, press F2, or select "Find" from the menu. The name or names you highlighted will be searched, and joined in a set.

Tips for Searching ERIC on the SDN continued

- When in the "Show" function, you may use the "Options" selection on the menu bar to change how the entries appear on your screen. For instance, if you want to review search results looking only at the titles (TI:) of journal articles an ERIC documents, "Options" would allow you to set up your display this way. To activate, choose "Options" from the menu bar, then type "TI" on the top line in the dialog box, beside the phrase: "Fields to Display," and press "enter" or "return."

- Results of a search, or a set of marked entries from one or more searches, may be downloaded to a floppy disk for use on a personal computer. To activate the download command, select "Download" from the menu bar on either the "Show" menu, or the system (Esc) menu. Use the dialog box to designate the disk drive and file name you want to use, as well as any other parameters you want downloaded. Insert a preformated disk into the designated drive, and press "enter" or "return."

- When printing marked entries, it is a good idea to change the line in the Print dialog box that reads: "Clear Marked Set:" to No (No). This is a precaution against printer jams and malfunctions. If anything goes wrong with the printer, or you need to interrupt printing after it has begun, find the "Ctrl" and "Break" (Pause) keys on your keyboard and press them simultaneously. This will stop the transfer of information to the printer. To stop the printer, reach over and turn it off momentarily (this will clear the printer's buffer memory), then turn it back on.

- It is also a good idea to print the list of terms you searched at the top of any search results you print out. To do this, change the line in the Print dialog box that reads: "Print searches:" to Yes (Yes), before starting printing. To do this, first select "Change options" from the menu bar, then use the arrows to move the cursor to the current selection for "Print searches:." Type the highlighted letter of the option you want to select, or use the arrow keys to move the parentheses which designate the selected option. When finished, press enter to accept changes, and again to initiate download.

As you have need to use other databases on the SDN, you will find that each contains similarities to the ERIC database, as well as unique features you will want to explore. If you have questions about a database, remember to consult the database guides available at the site you are using, and/or to ask for assistance from reference or help desk staff.

SUMMARY

The Specialized Databases Network (SDN) is a computer network providing access to a variety of subject-oriented indexes, called databases. Each database covers a specific discipline or disciplines, and each may be searched to find out what has been published on a specific topic. Computer database searching is facilitated by the use of special commands called "boolean operators" which allow the user to retrieve information about intricate or complex topics. The results of an SDN search may be printed to assist the library user in finding the documents referred to in the database entries. Many of the materials identified through a database search will be in the University Libraries collections. Those that are not, may be requested through Interlibrary Loan.

LIBRARY 110
Assignment 3 (10 Points Total)

Searching the Specialized Databases Network

Instructions: **Read** Chapter 5. Then go to one of the Specialized Database Network (SDN) terminals located in the Reference Area. If the screen on your terminal is blank, press the **spacebar**. If the screen is not at the main menu, press **ESC** until you see EXIT Wilsearch Y/N, Press "**Y**". You are now ready to begin.

PART A. Selecting a specialized database. (5 points)

You should now see a list of databases, each proceeded by a letter. Select the ART INDEX. Choose the **Single Subject Search** option (also known as the **BROWSE** mode).

Enter the name, Andy Warhol.

Note: If you are not sure how to enter Andy Warhol, you have not read Chapter 5. READ THIS CHAPTER BEFORE PROCEEDING WITH THIS EXERCISE.

1. How many entries are there for this subject?

Choose **ANY ONE** of these entries and answer the following:

2. What is the name of the author(s)?

3. What is the title of the article?

4. What is the title of the journal?

Working from the same terminal you just used to complete questions 1-4, continue with the following:

- press the **ESC** key (located in the upper left-hand corner of your keyboard) until you return to the main menu.

- Select **ERIC.**

- Press the **spacebar** to select **ERIC 1992-6/95.**

- Then press **Enter**. In the lower left corner you will see a **FIND** prompt. You are now ready to begin.

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LIBRARY 110
Assignment 3 (10 Points Total)

Searching the Specialized Databases Network

Instructions: **Read** Chapter 5. Then go to one of the Specialized Database Network (SDN) terminals located in the Reference Area. If the screen on your terminal is blank, press the **spacebar.** If the screen is not at the main menu, press **ESC** until you see EXIT Wilsearch Y/N, Press **"Y"**. You are now ready to begin.

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   Choose **ANY ONE** of these entries and answer the following:

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Working from the same terminal you just used to complete questions 1-4, continue with the following:

- press the **ESC** key (located in the upper left-hand corner of your keyboard) until you return to the main menu.

- Select **ERIC.**

- Press the **spacebar** to select **ERIC 1992-6/95.**

- Then press **Enter**. In the lower left corner you will see a **FIND** prompt. You are now ready to begin.

Enter this term: **Algebra Project.**

5. How many entries are there for this entire term?

Now press the F4 key to choose the first of these entries. Answer the following questions: (Note: You must read Chapter 5 before completing these questions.)

6. What is the name of the author(s)?

7. What is the title of the article?

8. What is the title of the journal?

9. What is the volume?_____, issue?_____, and pages?_____

Now press the ESC key until you return to the main menu.

Choose one of the following indexes: Art Index, Business Periodicals Index, or Social Sciences Index. **Choose only one.** For the index you chose, pick the multiple subject search and enter the three terms provided below. Type in one subject per line only.

Art Index:

Subject (Line 1): **impressionism**
Subject (Line 2): **painting**
Subject (Line 3): **renoir**

Business Periodicals Index:

Subject (Line 1): **buffett**
Subject (Line 2): **omaha**
Subject (Line 3): **baseball**

Social Sciences Index:

Subject (Line 1): **juvenile**
Subject (Line 2): **crime**
Subject (Line 3): **deterrent**

After you have entered the three subject terms in the index you selected, press the **END** key. Then press the **ENTER** key.

10. How many citations did you find in this search?

11. In the first citation (if there are more than one), what is the title of the periodical article?

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Enter this term: **Algebra Project.**

5. How many entries are there for this entire term?

Now press the F4 key to choose the first of these entries. Answer the following questions: (Note: You must read Chapter 5 before completing these questions.)

6. What is the name of the author(s)?

7. What is the title of the article?

8. What is the title of the journal?

9. What is the volume?_____, issue?_____, and pages?_____

Now press the **ESC** key until you return to the main menu.

Choose one of the following indexes: Art Index, Business Periodicals Index, or Social Sciences Index. **Choose only one.** For the index you chose, pick the multiple subject search and enter the three terms provided below. Type in one subject per line only.

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Social Sciences Index:

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After you have entered the three subject terms in the index you selected, press the **END** key. Then press the **ENTER** key.

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ASSIGNMENT #3

Name_____

Section_____ Score_____

1_____

2_____

3_____

4_____

5_____

6_____

7_____

8_____

9 Volume_____ Issue_____ Pages_____

10_____

11_____

Boolean

1._____
2._____
3._____
4._____

ASSIGNMENT #3

Name_____

Section_____ Score_____

1_____

2_____

3_____

4_____

5_____

6_____

7_____

8_____

9 Volume_____ Issue_____ Pages_____

10_____

11_____

Boolean

1._____
2._____
3._____
4._____

Chapter Six

Printed Indexes and Abstracts

Chapter Six - Printed Indexes and Abstracts

The UNL Libraries have many computerized tools to help you find information on a given topic. Despite advances in library technology, it is still important for you to know how to use printed indexes for a number of reasons:

- Computerized indexes may not always be available. Electronic systems "go down," meaning they cease to work for a myriad of reasons; it pays to know an "alternate route" to your research destination.

- Not every library you will use has as much technology as we do at the University of Nebraska-Lincoln. Because library use is a life-long skill, learning to use printed indexes will enable you to function in a vast range of library settings, from the very big to the very small, public or private.

- There will be times when research must be conducted retrospectively; this is to say that you may have to consult information sources published in the distant past in order to trace the development of a concept or theory. Few computerized indexes provide access to information published prior to 1965; more than likely printed indexes will be your best sources for investigating how concepts and events were understood in the past.

- An electronic resource covering the topic you are interested in may not exist.

WHAT IS AN INDEX?

An index, from the same Latin root as the word *indicate*, is a research tool whose purpose is to *point to* where specific information can found. The printed indexes you are most likely to encounter are those which provide citations to articles appearing in newspapers, magazines, or journals (collectively referred to as **periodicals**). You have already learned how to use an index in electronic form, the *Expanded Academic Index*. In this chapter you will learn how to use indexes that appear in paper form.

At the UNL Libraries, printed indexes are books containing lists of citations arranged by subject, author, or title, identifying works related to a given field or discipline. You will generally encounter two types of printed indexes: alphabetical and classified.

ALPHABETICAL INDEXES

Alphabetical indexes are probably not unfamiliar to you. If you have ever used *Reader's Guide to Periodical Literature*, you have used an alphabetical index. Simply put, alphabetical indexes list citations to materials you want to find by subject, author, or title in **alphabetical order**.

Here is an example from the June 1992-May 1993 volume of the *General Science Index*, an index which uses a subject arrangement:

GENERAL SCIENCE INDEX

Eider ducks *See* Ducks, Wild
Eigenmannia *See* Knifefishes
Eigenvalues
Generalized rank annihilation method using similarity transformations. S. Li and others. bibl il *Anal Chem* 64:599-607 Mr 15 '92
Eikenella
Septic shock from Eikenella corrodens and Staphylococcus epidermidis in HIV infection. M. Gargiulo and others. bibl *Lancet* 340:1227 N 14 '92
Eimeria
See also
Coccidosis
Einstein, Albert, 1879-1955
Einstein's dreams: three fables of time out of joint. A. Llightman. il *Sciences* 33:14-17 Ja/F '93
El Chichon *See* Volcanoes-Mexiso
El Niño (Ocean current)
Climate: predicting El Niño events. C.F. Ropelewski. bibl map *Nature* 356:476-7 Ap 9 '92
Coral bleaching. B. E. Brown and J. C. Ogden. bibl il map *Sci Am* 268:64-70 Ja '93
Do Antarctic seals feel El Niño? R. Monastersky. *Sci News* 142:382 N 28 '92
Extreme weather events [ENSO cycle] C. L. Keppenne and M. Ghil. bibl il *Nature* 358:547 Ag 13 '92
Elastic waves
See also
Phonons
Seismic waves
Elasticity
See also
Pheology
Thermoelasticity
Correlation of structure and viscoelastic properties in the pericardia of four mammalian species. W. A. Naimark and others. bibl il *Am J Physiol* 263 pt2:H1095-H1106 O '92
Direct mechanical measurements of the elasticity of single DNA molecules by using magnetic beads. S. B. Smith and others. bibl il *Science* 258:1122-6 N 13 '92
Elasticity of a-cristobalite: a silicon dioxide with a negative Poisson's ratio. A. Yeganeh-Haeri and others. bibl il *Science* 257:650-2 Jl 31 '92
High-pressure Brillouin studies and elastic properties of single-crystal H_2S grown in a diamond cell. H. Shimizu and S. Sasaki. bibl il *Science* 257:514-16 Jl 24 '92

Because each printed index volume generally covers only one year at a time, these tools are used most effectively if you have some idea of the time frame of the topic you are investigating. As

you might expect, people and ideas are particularly well-cited during the periods of time when they were most popular. Looking for article citations about a 1948 murder in an index volume covering articles appearing in the year 1991 is likely to prove unsuccessful, as would looking for articles in a 1987 volume on a fad that was popular but short-lived in 1963.

It is always a good idea to use an encyclopedia or subject dictionary to learn something about the time frame surrounding the person or subject of your research. This will help maximize your effectiveness using indexes related to your inquiry.

The following is a list of a few commonly used alphabetical indexes available for your use in the Reference Collection at Love Library:

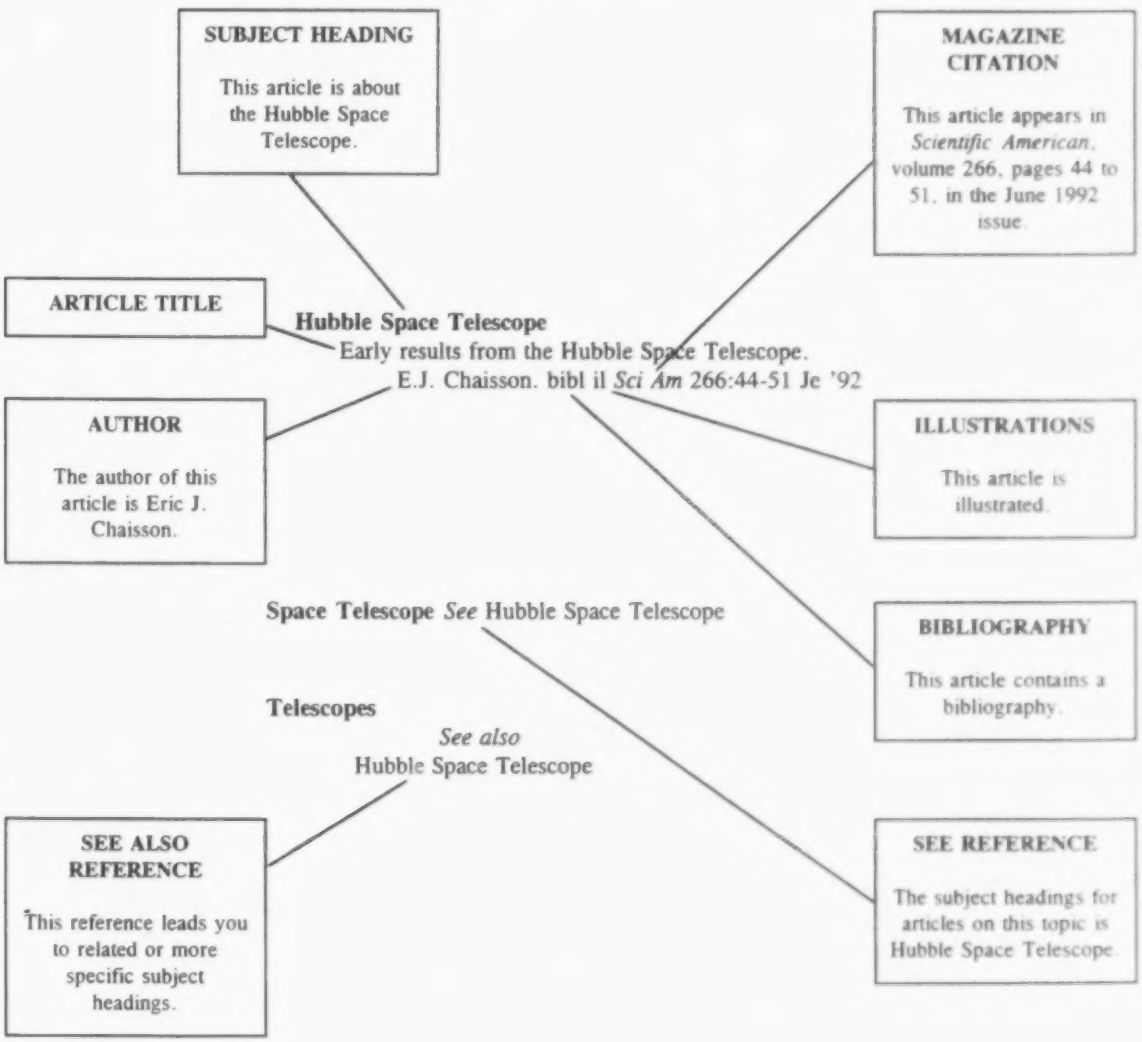
Art Index	LOVE REF N1 A1A78x also at ARCH, CYT
Business Periodicals Index	LOVE REF HF1 B775x also at CYT
Education Index	LOVE REF L11 E395x also at CYT
General Science Index	LOVE REF Q1 G464x
Humanities Index	LOVE REF AI3 H9
Reader's Guide to Periodical Literature	LOVE REF AI3 R48 also at CYT
Social Sciences Index	LOVE REF H1 A1S63x also at CYT

Activity 1: Using an Alphabetical Index

Step 1 - Choose a volume of the *General Sciences Index*.

Step 2 - Open to the beginning of the volume and turn to the page entitled **Sample Entry**. You should see a diagram similar to the following.

SAMPLE ENTRY


SUBJECT HEADING
This article is about the Hubble Space Telescope.
MAGAZINE CITATION
This article appears in *Scientific American*, volume 266, pages 44 to 51, in the June 1992 issue.
ARTICLE TITLE
Hubble Space Telescope
Early results from the Hubble Space Telescope.
E.J. Chaisson. bibl il *Sci Am* 266:44-51 Je '92
AUTHOR
The author of this article is Eric J. Chaisson.
ILLUSTRATIONS
This article is illustrated.
Space Telescope *See* Hubble Space Telescope
BIBLIOGRAPHY
This article contains a bibliography.
Telescopes
See also
Hubble Space Telescope
SEE ALSO REFERENCE
This reference leads you to related or more specific subject headings.
SEE REFERENCE
The subject headings for articles on this topic is Hubble Space Telescope.

Note that each element of the citation is explained in the sample entry.

Step 3 - Next, turn to the page entitled **ABBREVIATIONS OF PERIODICALS INDEXED**. You should see a list similar to the following:

A

Am Anthropol - American Anthropologist
Am Biol Teach - The American Biology Teacher
Am Fam Phys - American Family Physician
Am For - American Forests
Am Health - American Health
Am Hortic - American Horticulturist
Am J Bot - American Journal of Botany
Am J Drug Alcohol Abuse - American Journal of Drug and Alcohol Abuse
Am J Nurs - American Journal of Nursing
Am J Phys - American Journal of Physics
Am J Physiol - American Journal of Physiology
Am J Psychol - American Journal of Psychology
Am J Public Health - American Journal of Public Health
Am J Sci - American Journal of Science
Am J Sports Med - The American Journal of Sports Medicine
Am Math Mon - The American Mathematical Monthly

This page is of utmost importance to you because within the citation, the title of the journal or magazine in which the article appears is usually abbreviated. It is fruitless for you to try to find periodical articles without the complete title of the periodical. Even if you think you know what the periodical title is, check this list anyway. The frustration you prevent when trying to find the item in the library will be your own.

At the front of each index volume, in addition to the list of *Abbreviations of Periodicals Indexed*, you will find a listing of the **Periodicals Indexed**. This listing is helpful if the information you seek must come from specific journals. It also helps you to determine if you are using the right type of index for your topic. If you are not sure which index would be most appropriate for your topic, ask for assistance at the Reference/Information Desk. Consider the following:

- No index can include everything; therefore, each tends to concentrate on a specific area of knowledge or specific field of study (e.g. Art, Education, Agriculture).

- Few libraries own everything listed in an index. If the article you want is in a periodical that UNL does not own, pick an alternate citation to an article in a periodical which we do own. (If you have means of transportation, you might also

consider traveling to another library to use the journals in that library's collection; or, if there is enough time, you might consider using UNL's Interlibrary Loan service.)

Now turn to the page entitled **Abbreviations**. If there is some part of the citation information you do not understand (other than the periodical title), turn to this page to find out what the abbreviation stands for. The **most common abbreviations** you will encounter in the citations are the following:

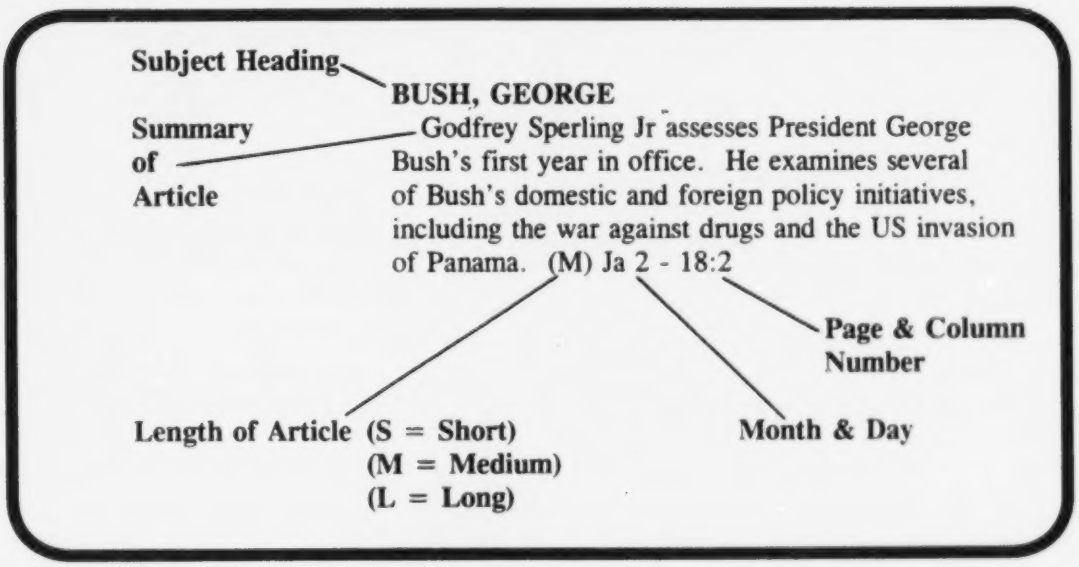
+	continued on later pages of the same issue
bibl	bibliography
il	illustration [includes diagrams, plans]
supp	supplement

NEWSPAPER INDEXES

Newspaper indexes are also alphabetical indexes. The following national newspaper indexes are found at Love Library:

TITLE	CALL NUMBER
New York Times Index	REF AI 21 N44
Wall Street Journal Index	REF HG 1 W26
Chicago Tribune Index	REF AI 21 C45C48x
Washington Post Index	REF AI 21 W33W39x
Christian Science Monitor Index	REF AI 21 C46

To read newspaper article citations, note how the citation information is presented:


Subject Heading
BUSH, GEORGE
Summary of Article
Godfrey Sperling Jr assesses President George Bush's first year in office. He examines several of Bush's domestic and foreign policy initiatives, including the war against drugs and the US invasion of Panama. (M) Ja 2 - 18:2
Page & Column Number
Length of Article (S = Short) (M = Medium) (L = Long)
Month & Day

Note that the library keeps paper copies of newspapers only for a few weeks. The permanent copy of our major national newspapers is retained on microfilm in the Microforms Room.

CLASSIFIED INDEXES

Classified indexes are powerful tools to add to your repertoire as independent library users. They are called "classified" indexes because they present citations according to an established classification scheme, and they differ in format from alphabetical indexes.

Classified indexes are made up of at least two discrete parts, for they deliberately separate the citation information from the subject, author, and title indexing:

1. **Subject, Title, Author Indexes** - here you find, in alphabetical arrangement, listings of the subjects, titles, and/or authors of the works indexed, followed by corresponding citation or abstract numbers;

2. **Abstracts** - here you can look up the citation or abstract number(s) given in the subject, title, or author indexes to find not only the full citation of the article, but often a brief summary of the article's contents. More often than not, you will know you are using a classified index when the word "abstracts" appears in the title (e.g. *Communication Abstracts*, *Psychological Abstracts*, *Sociological Abstracts*).

EXAMPLE: BEHAVIOR MODIFICATION

The best way to explain classified indexes is by example. Say you were given the task of finding out information on **behavior modification**. The first thing you would do, assuming you know nothing about **behavior modification**, is to go to an encyclopedia or subject dictionary to find out what behavior modification is, and when the concept was developed. This will help you to identify which index is most appropriate for you to use, as well as what range of years within the index set would be most appropriate to search through.

Below left is an excerpt from the subject index to *Psychological Abstracts* identifying three abstracts dealing with the subject of behavior modification. To the right is the abstract entry for one of the items on this subject:

Subject Index

Behavior Modification

526, 1389, **1726**

Citation & Abstract

1726. Salend, Spencer J. & Kovalich, Beverly. (State U New York, Coll at New Paltz) A group response-cost system mediated by free tokens: An alternative to token reinforcement. *American Journal of Mental Deficiency*, 1981(Sep), Vol 86(2), 1'84-187. -Employed a group contingency free-token response-cost procedure to decrease the inappropriate verbalizations of 11 educable mentally retarded students. Ss were 10-14 yrs old with IQs of 56-75. Results show that this type of response-cost system was a viable and effective method of decreasing inappropriate behavior.(16 ref)

In this example, the entry number **1726** in the subject index leads you to the citation for an article in the *American Journal of Mental Deficiency*. Included with the citation is an abstract or summary of the article, a feature common in many classified indexes.

The benefit of learning to use classified indexes is that not only are you provided with a full citation, but you are also given a brief view of the article's contents. This is helpful because it allows you to choose more carefully those items most closely related to your topic. Having a good abstract can help you identify the most relevant articles to pursue.

FINDING YOUR ARTICLE IN UNL LIBRARIES

After you have gathered your citations, the next step is to locate the articles you have chosen. To do this you will have to use the UNL Libraries Catalog on IRIS. Remember that the catalog provides location and call number information by periodical title, not by article title.

1. Go to an IRIS terminal, and press **U** to get into the UNL Libraries Catalog. If you are already in the UNL Libraries Catalog, press **N** to start a new search.

2. Press **T** for **TITLE**, enter the title of the periodical (not the title of the article) found in your citation, and press **Enter** or **Return**. If you need to find a newspaper citation, enter the name of the newspaper.

3. If a brief entry screen is presented, find the title for your periodical and enter the number to the left of it. If the brief entry screen says the title of your periodical "...would be here," the likelihood is that we do not own your periodical. At this point, you should seek assistance at the Reference/Information Desk.

4. If you do find your periodical listed, the record for your periodical should indicate its **location** and **call number**. Write down the call number, and if the location listed for your periodical is LOVE, use the **Stacks Directory** to find the specific location of your periodical.

5. Go to the location indicated and find your periodical. Use the rest of the citation to find your article.

6. If your periodical is at a branch library, consult the Locations List for directions and proceed to that library.

SUMMARY

Printed indexes are books containing lists of citations by subject, author, and/or title, related to a given field or discipline. They are useful tools because they provide an alternate route to conducting research when computerized sources are not available. Generally, there are two types of printed indexes, alphabetical and classified.

Alphabetical indexes list citations by subject, author, and sometimes title in alphabetical order. Newspaper indexes are alphabetical, as is the *Reader's Guide to Periodical Literature*.

Classified indexes separate the indexing information into two distinct parts: one part provides subject, title, and/or author listings together with corresponding entry numbers; a separate part provides the citations and abstracts arranged by their entry numbers. Abstracts are brief summaries of an article's contents.

Citations are of no value to you if you are unable to locate the journals they refer to. Use the UNL Libraries Catalog to find the call number(s) for the journal(s) you need. The Stacks Directory will indicate the location where your periodical is to be found. Use the rest of the citation, once you have your periodical in hand, to find the actual article you seek.

LIBRARY 110
Assignment 4 (10 Points Total)

Chapter 6 - Printed Indexes and Abstracts

Instructions: Use **ONE** of the printed indexes listed below to complete the questions which follow.

Using *Social Sciences Index* (REF H1 A1S63x), find an article about one of the following:

1. Economic Development
2. Economists: Any Nationality
3. Education
4. European Economic Community Countries
5. Finance
6. Housing
7. Indians in North America
8. Problem Solving
9. Recognition (Psychology)
10. Self evaluation

Using *Business Periodicals Index* (REF HF1 B775x), find an article about one of the following:

1. FDIC (corporation)
2. Foreign Exchange rates
3. Foreign loans
4. Growth industries
5. Industrial Accidents
6. Insurance companies
7. Micro computers
8. Monetary policy
9. Paper and pulp mills
10. Risk managers

Using *General Science Index* (REF Q1 G161x), find an article about one of the following:

1. Antigens and Antibodies
2. Bacteria
3. Beetles
4. Birds
5. Blood
6. Drug Abuse
7. Environment management
8. Enzyme Kinetics
9. Escherichia
10. Evolution

WARNING: If everyone selects the first topic, chances of finding an article are extremely slim. Do not be afraid to use **Past Years** of these indexes. Going back in time may increase the findability of your article, significantly.

1. What is the title of the article?

2. What is the **unabbreviated title** of the periodical? (**Note:** You must turn to the front of the volume you have in you hand to answer this question.)

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LIBRARY 110
Assignment 4 (10 Points Total)

Chapter 6 - Printed Indexes and Abstracts

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Using *Social Sciences Index* (REF H1 A1S63x), find an article about one of the following:

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2. Economists: Any Nationality
3. Education
4. European Economic Community Countries
5. Finance
6. Housing
7. Indians in North America
8. Problem Solving
9. Recognition (Psychology)
10. Self evaluation

Using *Business Periodicals Index* (REF HF1 B775x), find an article about one of the following:

1. FDIC (corporation)
2. Foreign Exchange rates
3. Foreign loans
4. Growth industries
5. Industrial Accidents
6. Insurance companies
7. Micro computers
8. Monetary policy
9. Paper and pulp mills
10. Risk managers

Using *General Science Index* (REF Q1 G464x), find an article about one of the following:

1. Antigens and Antibodies
2. Bacteria
3. Beetles
4. Birds
5. Blood
6. Drug Abuse
7. Environment management
8. Enzyme Kinetics
9. Escherichia
10. Evolution

WARNING: If everyone selects the first topic, chances of finding an article are extremely slim. Do not be afraid to use **Past Years** of these indexes. Going back in time may increase the findability of your article, significantly.

1. What is the title of the article?

2. What is the **unabbreviated title** of the periodical? (**Note:** You must turn to the front of the volume you have in you hand to answer this question.)

3. Find the call number and location of the periodical you selected. (**Note:** If we do not own the periodical, choose another citation for an article in a periodical that we do own.)

   Call Number:

   Location:

4. Go and find the periodical which contains the article you selected. Write down the First 2 sentences of the article.

   _____

   _____

   _____

5. Indexes to the *Chicago Tribune* and *Christian Science Monitor* are kept in

   a. Microforms Room
   b. Current Periodicals Room
   c. Reference Collection
   d. Interlibrary Loan Office

6. *Historical Abstracts* is an example of

   a. an alphabetical index
   b. a documents index
   c. a newspaper index
   d. a classified index

7. To find a journal article in the library it is important to know

   a. the call number of the journal
   b. the pages the article is printed on
   c. the issue date or volume number of the journal
   d. all of the above

3. Find the call number and location of the periodical you selected. (**Note:** If we do not own the periodical, choose another citation for an article in a periodical that we do own.)

   Call Number:

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4. Go and find the periodical which contains the article you selected. Write down the First 2 sentences of the article.

   _____

   _____

   _____

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ASSIGNMENT #4

Name _____

Section _____ Score _____

1. _____

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ASSIGNMENT #4

Name _____

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Chapter Seven

Putting it All Together

Chapter Seven - Putting it All Together: Searching for Materials

In this chapter, you will learn how to develop a search strategy that will enable you to accomplish your research objectives utilizing the tools and concepts that have been presented in this manual. While browsing the stacks is certainly a valid approach to discovery, the results of your energy will be greater if a systematic method is applied to the library research process. This chapter will serve as your tutorial for getting started.

THE SEARCH STRATEGY

A search strategy is a plan for finding materials in support of an idea, point of view, or thesis statement. Many people come to the library knowing what they want on a feeling level. When it comes to actually getting started, however, they discover that a feeling is not enough--they need first to translate their feeling into plain language and then develop a plan for searching the information systems of the library effectively and efficiently.

APPLYING A SEARCH STRATEGY

A comprehensive search strategy would incorporate most, if not all, of the following elements:

- Choosing and limiting a topic
- Locating and absorbing background information
- Locating and using bibliographies or research reviews
- Locating and using monographic materials (books)
- Locating and using periodical materials
- Locating and using government documents
- Locating and using unpublished information sources (interviews, letters, presentations, etc.)
- Locating and using reference materials to track down specific facts

[Adapted from: Adams, M. & Morris, J. (1985). *Teaching library skills for academic credit.* Phoenix, AZ: Oryx Press.]

As you perform research at the UNL Libraries you will apply skills learned in earlier chapters of this manual. But before you begin any detailed research, you will first have to perform what many find the most difficult step of all: choosing and limiting a topic. Depending on your assignment, you will not usually need to pursue all the avenues outlined above; but you will always need to choose and limit your topic.

CHOOSING AND LIMITING A TOPIC

The first step in the search strategy process is **choosing and limiting a topic**. Topics, in themselves, range from broad or general, to narrow or specific. Examples of broad topics include environmental protection, religion, politics, and education. Examples of narrow topics include concepts or events (narrow in themselves), such as occupational obsolescence, systematic desensitization, and assertiveness training programs.

Writing assignments, by and large, are chosen for their potential to fulfill a function of scholarship in the class you are taking--to develop writing skills, for example, or to teach you how to conduct research. When paper topics are selected in composition classes, the topic is usually decided upon through a collaboration between student and instructor. In most other courses, however, a range of possible subjects is generally presented in the syllabus, and the student must choose and narrow the topic on his or her own.

To do this, first establish the point you want to make about the subject you have been given. It is always a good idea to write this down either as a phrase, if you are preparing a descriptive paper, or as a complete sentence, if you are preparing a persuasive paper. For example, if your subject is the "death penalty," a descriptive paper might attempt to describe the various types of government approved executions (hanging, beheading, firing squad, asphyxiation, electrocution, lethal injection, etc.). In this case, your topic might be stated as "Modern Forms of Lawful Execution." If your paper was meant to be a persuasive argument, however, you would want to come up with a topic in the form of a complete sentence, so that you actually have a statement to investigate. For example, if your subject is the "death penalty," you would want to come up with a statement such as "The death penalty is cruel and unusual punishment," so that it is in a form that will allow you to gather evidence for (or against).

After you have defined the topic, the next step is to consider whether your topic is too broad or too narrow. What makes a topic too broad or too narrow? The answer is usually found in your research assignment, as stated by your instructor. Is there a word or page limit for your assignment? If your paper is to be no longer than 5 pages, typed and double-spaced, then you would probably agree that the history of medicine is much too broad a topic. If, on the other hand, your paper must be 20-25 pages, typed and double-spaced, then recreational approaches for the use of the hula hoop will probably be too narrow. Choose a topic which can be managed

within the constraints you have been given. In the above example, you may wish to make the statement more specific: the death penalty is a cruel and unusual punishment for our advanced 20th century American civilization.

If you are having difficulty getting ideas or narrowing your chosen topic, try one of the following:

- Browse textbooks on your topic. Often specific aspects of your topic will be presented in separate chapters or their subsections.
- Read entries on your topic from a number of different encyclopedias.
- Make use of the *Library of Congress Subject Headings* (Four volume set, located near the IRIS terminals in Love Library); look up your subject and see if there is reference to any narrower terms (NT).
- Do a subject search in the UNL Libraries Catalog and see what subheadings are given (subheadings follow the main headings and, in bibliographic records, are indicated by dashes. For example, Capital Punishment--Moral and Ethical Aspects).
- Consult periodical indexes to see what narrower aspects of a topic (subheadings) are presented.

The aim is to choose a topic, limit it, and discover the standard terms used to describe the topic both in the UNL Libraries Catalog and the relevant periodical indexes. This will allow for the maximum yield of available sources.

Example

Broad topic:	Death Penalty
Form thesis statement:	The death penalty is a clear example of cruel and unusual punishment
Extract search terms:	death penalty, punishment (cruel), punishment (unusual)
Translate into standard search terms:	capital punishment--constitutional issues, capital punishment--moral and ethical aspects capital punishment--religious aspects

FINDING BACKGROUND INFORMATION

The next step in the search strategy is to **locate background information on your topic**. It is at this point that you resolve all issues of who, what, where, when, and why. What causes earthquakes? Who was Winston Churchill? When was penicillin discovered? Where did the Battle of Bull Run occur? Why does the state of Nebraska use the electric chair for executions? To nail down these elements, you would do well to consult a librarian, who can recommend reference materials to get you started. In the absence of a librarian, the following tools are recommended:

- information guides (located near the reference and information desk on various subjects and disciplines)
- general-knowledge encyclopedias, (located in Range 2 of the Love Reference Collection)
- general-knowledge dictionaries, (located in Range 17 of the Love Reference Collection)
- subject-specific encyclopedias and/or dictionaries (to locate these do a keyword search in the UNL Libraries Catalog using the terms **encyclopedia** and ***your subject***. For example: entering **encyclopedia death** brings up a citation to the reference work entitled *The Encyclopedia of Death*.)
- works which present overviews of your topic (these usually start with the words such as *Introduction to...*, *Principles of...*, *Handbook of...*, or carry the name of the specific discipline; for example, *Social Psychology* or *Brain Surgery*)

The aim of locating and using background information is to become knowledgeable enough about your topic that you can answer the fundamental who, what, where, when and why questions involved.

Note that if you are writing a persuasive paper, the "why" is often up to you to present. In the example above, for instance, it would be up to the writer to show why the death penalty is to be considered cruel and unusual punishment.

BIBLIOGRAPHIES OR RESEARCH REVIEWS

Once you start studying the literature of any topic, you will see that there are books that lead to books that lead to books that lead to books.

The principal source for finding the standard reference works available for each field of study is the *Guide to Reference Books* 10th ed. (Chicago: American Library Association, 1986) and its *Supplement* (1992). The guide contains over 14,000 entries, each with complete bibliographic information. Most of the entries are annotated, which means brief descriptions of the contents are provided.

More useful are the research guides and handbooks available for each discipline, which identify the primary sources in that particular field (such as the *American Historical Association's Guide to Historical Literature* or *Business Information Sources*).

Even more useful are the research guides and bibliographies devoted to specific topics, such as *Capital Punishment in America: an annotated bibliography*. These bibliographies contain detailed listings of the major books and articles published on that subject to date. To find an up-to-date annotated subject bibliography when gathering sources in support of your topic or thesis statement is like striking gold--it can save you a lot of time and provide you with a wealth of resources you might never have found otherwise.

Review articles are useful sources for advanced library research. These research reviews usually appear in the periodical literature and serve to summarize the findings of the principal thinkers investigating a given topic. The research review defines and gives a state of the art description of the subject at hand, supplies a good working bibliography, and provides some indication of the direction future researchers might be taking.

MONOGRAPHIC MATERIALS (BOOKS)

Monographs contain a wealth of knowledge for the researcher to explore. But they become even more valuable when the researcher understands what the book is "about"; this means not only understanding the content, but the intent as well: "Why was this book published?"

Understanding that monographs serve many different functions will help you make better choices. Here are some functions of a monograph:

summation - written to provide a broad overview of a given subject, usually by condensing current knowledge into chapter format (textbooks are the best example).

commentary - written to provide points of view about people or events in which interpretation adds to pre-existing knowledge.

analysis - written to explain why something happened, to establish the context for an event, to examine the validity of a thesis or point of view.

bibliography - written to provide citations to other published material on a specific topic; an annotated bibliography provides descriptions of the contents of the works listed.

exposition - written to describe an idea or event in detail.

biography - written to tell someone's life story.

perspective - reprinted or preserved to record the perspective of an earlier time (older books are not necessarily outdated).

entertainment - written to entertain; offering mystery, horror, humor, romance.

instruction - written, like this manual, to impart certain skills.

PERIODICAL MATERIALS

Of the three primary types of library material--monographs, government documents, and periodicals--it is the periodicals (journals, bulletins, newspapers, magazines) which are most in demand. This is because it is in periodicals that we find the most up-to-date information on a given topic (and we are generally seeking the latest word); and also because it is in periodicals that detailed research investigations get reported. Periodical articles tend to address very specific questions and to investigate them in great depth. Monographs tend to provide general overviews, tying together many related ideas into a broader picture. Periodical articles tend to be short; and most users will either read them at one sitting or photocopy them for future use.

GOVERNMENT DOCUMENTS

Documents are produced by governments and governmental organizations of all sizes--town, city, county, state, federal, international. The U.S. Federal Government is the largest producer of documents, largely because it is required by law to keep the citizenry informed. U.S. documents include such varied items as decennial censuses, public health information, congressional committee reports, geological survey maps, U.S. statutes, and agricultural bulletins. At the University of Nebraska-Lincoln, bibliographic records for most U.S. documents published since 1976 have been entered into the Libraries Catalog. Note that this may not be the case at other libraries you might visit.

UNPUBLISHED INFORMATION SOURCES

Interviews, or other word-of-mouth presentations, are valid sources of information. For some research objectives (such as news stories), they may be your most important information source.

Speeches, conventions, lectures, panel discussions, and topical interviews provide material that is of particular value for its currency.

Unpublished records, letters, papers, personal documents, and memorabilia, such as you would find in Archives/Special Collections, are also excellent sources of information for the serious researcher. But remember that, as unique items, they are generally only accessible at the institution where they are housed and must be used in-house.

REFERENCE MATERIALS

Reference collections exist to help researchers track down information. While you will probably wish to start with general encyclopedias, dictionaries, and almanacs, note that, for each discipline, there are subject specific encyclopedias and dictionaries, biographical sketches of the key figures, compilations of relevant statistical data, directories, research guides, indexes, and bibliographies. It is a good idea, whenever you are researching a subject, to note the call numbers of the key items written on that subject and then to browse the area of the reference collection to which those call numbers correspond. You are certain to discover some unexpected sources that will not only save you time and energy, but will undoubtedly provide interesting data, anecdotes, or even trivia that can add an element of flair to your work.

CITING YOUR SOURCES

As you are gathering the sources for your research report, remember that you are responsible for citing all of the works that provided intellectual content for your paper. Keep careful records of all the works you have consulted:

- Record the bibliographic information in/on whatever you are using to record your notes (index cards, a special notebook; a laptop computer file);
- Save your printouts from electronic indexes and catalogs;
- And always, after you have photocopied an article from a journal or a chapter form a book, record the relevant bibliographic information on the photocopy itself.

There is nothing more frustrating than having a magnificent quote for your paper and not being able to use it because you did not record where it came from.

Citing works you have consulted gives greater weight and authority to your statements; the citations also serve to indicate the extent to which you have investigated the topic; and they offer your reader additional sources to consult. When citing works, three things are essential:

1) Accuracy. Citations are meant to provide an exact description of the source you consulted. Your reader may wish to track down these sources, so make sure the information you provide is complete and accurate.

2) Consistency. Be consistent in the format you use when citing other sources. Your reader should not have to guess how to interpret each citation.

3) Appropriate Format. There are several standard formats for citing materials. These formats, however, vary considerably from discipline to discipline. Many disciplines publish their own style manual (the American Psychological Association and the Modern Language Association, for instance). Find out in advance which format you are expected to use; if none is specified, a generally accepted style is described in Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, the latest edition of which is kept at the Reference/Information Desk.

THE SCHOLARLY COMMUNICATION PROCESS

By now you will have come to realize that in writing a research paper you are taking an active role in the scholarly communication process. If the work you produce has validity and purpose and adds to the knowledge base, there is every reason for you to seek to disseminate it further by presenting it as a paper at a meeting or conference, sending it to a periodical for publication, or making it available on the Internet.

Knowledge is created by people like yourselves, engaged in defining, researching, discussing, criticizing, and refining ideas that are of interest to them.

Here is a not uncommon route in the history of an idea:

- An idea is presented for the first time in a classroom setting or meeting of interested persons. Till now it has been untested and benefits significantly from the criticism of the first listeners.

- The revised idea is presented at an official conference sponsored by a professional association, where it is reviewed by the peer group. If found valid, it is written down and published in a relevant scholarly journal.

- Then, if the idea takes hold, the journal article begins to be cited by other scholars and the findings incorporated into full length books.

- Finally, after being sifted in this fashion, the essence of the idea gets incorporated into our textbooks and encyclopedias for the use of the general reader.

Note that the nearer a "publication" is to the beginning of the scholarly communication process, the less refined and less established its findings are likely to be.

At this point it is worth remembering the old adage, "Don't believe everything you read." It is as valid now as ever. Just because something appears in print or was once uttered by a famous person, does not make it fact. Collect as much evidence as you can, get the widest perspective possible, and question everything.

USING THE LIBRARY: COMMON PITFALLS

Using the library is a skill. As with all skills, you get better with practice. Part of becoming a good library user is learning to avoid these common pitfalls:

- Attempting to do your research the night before the assignment is due. Start early. Gather your materials in advance, even when you do not plan to do the writing immediately. Though the library has many information sources, there is no guarantee that any particular source will be available at the exact moment you wish to use it.

- Attempting research without a topic sentence or a thesis statement. Research is relatively painless when it is purposeful. A topic sentence helps you focus on what is essential.

- Attempting research without a search strategy. Once you have determined what you need, a search strategy will help you plan how to go about finding materials in support of your topic sentence. A good strategy involves deciding the breadth and depth with which you wish to cover a given topic.

- Attempting research when you are tired or hungry. Quite often, effective library research requires more than desperation. As food and drink are not allowed in the library, it is a good idea to eat before coming to the library. Adequate rest will help in the research process as well, and there are many places to relax (but not snore) in the library.

- Expecting the library to have what you need all the time. While the library has a sizeable collection, no library has everything. If you do not find what you want, ask. If we do not have what you want, and you have sufficient time, you might wish to make use of the interlibrary loan service. Alternatively, if you have transportation, you may wish to attempt to do specialized research at another institution (e.g. for law materials, you might want to visit the Schmid Law Library on the East Campus, or for medical information, the University of Nebraska Medical Center Library in Omaha).

One of the best ways to avoid these and other pitfalls when using the library is to remember the acronym **SCOPE**:

S = **Start early**
C = **Consider carefully what it is you need**
O = **Outline your strategy for finding what you need**
P = **Plan your library use**
E = **Energize yourself before coming to the library**

SUMMARY

A library search strategy will contain some or all of the following elements: choosing and limiting a topic; locating and using background information; locating and using bibliographies or research reviews; locating and using monographic materials; locating and using periodical materials; locating and using government documents; locating and using unpublished information; and using reference materials to track down specific facts.

The first step in the search strategy is to define and limit your topic. Limiting means, selecting some aspect of the topic and writing only on that aspect. Possible methods for limiting a topic include: browsing textbooks; exploring the *Library of Congress Subject Headings*; reviewing subject sub-headings in the UNL Libraries Catalog; or browsing periodical indexes to see what aspects of the topic are presented.

The second step is to locate background information on your topic. It is at this point that you resolve all issues of who, what, where, when, and why. In the absence of a librarian to get you started, the following tools are recommended: library information guides, general-knowledge encyclopedias and dictionaries, subject-specific encyclopedias and dictionaries, and textbooks. The aim of locating and using background information is to become broadly knowledgeable about you topic.

Subject bibliographies provide citations to relevant books and articles on your topic. Research reviews summarize the findings of the major thinkers on a given topic.

Monographs (books) offer a wealth of information to explore. Remember that the functions of a monograph are varied and include: summation, commentary, analysis, bibliography, exposition, biography, perspective, entertainment, and instruction.

While monographs tend to provide general overviews by tying together many related ideas into a broad picture, periodicals tend to provide detailed analysis of very specific questions.

Government documents, special collections, and archives are valuable sources of information as well and may provide the most striking pieces of evidence in support of your thesis.

Remember, once you have mapped out your strategy, you will be better prepared to use the resources found in UNL Libraries.

And last, but not least, be sure to cite accurately and completely all the sources from which you have gathered information.

Good Luck!

LIBRARY 110
Assignment 5 (10 points Total)

Chapter 7 - Putting It All Together

1. A search strategy is defined as:_____

_____

2. The first (and often the most difficult) step in the research process is

_____

3. A good place to start finding background information on you topic is

   a. Reference Area
   b. Interlibrary Loan Office
   c. Special Collections
   d. Current Periodicals Room

4. Monographs (books) can perform a number of functions. List four of these

   1._____

   2._____

   3._____

   4._____

5. Citing all the works (books, documents, articles, etc.) that provided intellectual content for your research paper is as essential as the writing itself because

   a. it gives greater weight and authority to your statements.
   b. it gives your reader other related sources to consult.
   c. it indicates that you hagve investigated the topic.
   d. all of the above.

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LIBRARY 110
Assignment 5 (10 points Total)

Chapter 7 - Putting It All Together

1. A search strategy is defined as:_____

_____

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   c. it indicates that you hagve investigated the topic.
   d. all of the above.

6. In the scholarly communication process, new information is more likely to appear first in

   a. An encyclopedia article
   b. a textbook
   c. a journal article
   d. a dictionary

7. In the acronym SCOPE, the S stands for _____.

6. In the scholarly communication process, new information is more likely to appear first in

   a. An encyclopedia article
   b. a textbook
   c. a journal article
   d. a dictionary

7. In the acronym SCOPE, the S stands for_____.

ASSIGNMENT #5

Name_____

Section_____ Score_____

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ASSIGNMENT #5

Name_____

Section_____ Score_____

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